



CUSTOMER **TRANSITION** GUIDE

prepared for:

BUILT IN WORD



BUILT IN WORD



RELATIONSHIP OVERVIEW

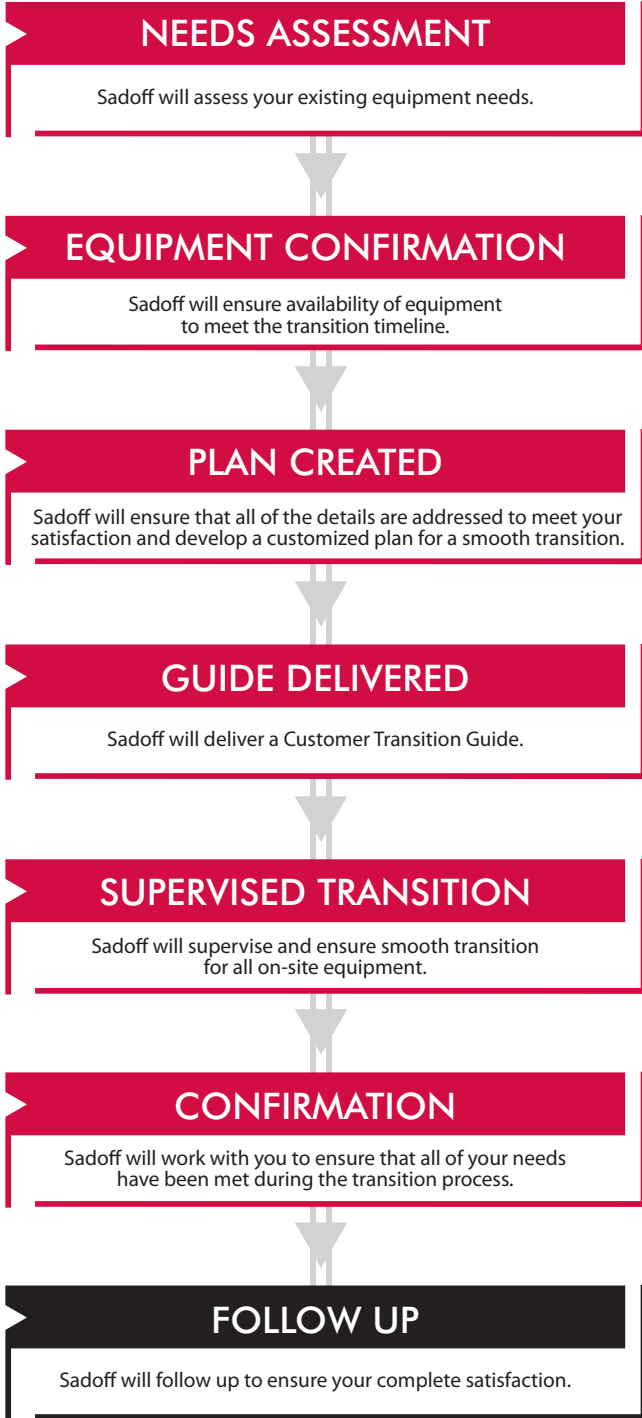
The purpose of this Resource Guide is to simplify the details of our relationship and provide you and your team with a broad overview of our services and easy ways to interact with our team members. We've taken the time to break down each area so key information is provided to best understand certain aspects in our partnership. A clear understanding of the relationship and the interactions of our teams will lead to a successful and rewarding partnership.



BUILT IN WORD



SMOOTH TRANSITION WORKFLOW



Don't fear change, we make it easy ...
learn why Sadoff Iron & Metal is the
Preferred Choice for Metal Recycling

TRANSPORTATION SERVICES

CAPABLE:

Sadoff Iron & Metal Company offers a variety of transport capabilities. We work with you to select the right equipment that fits your recycling and raw material needs. Our goal is to minimize freight costs which translates to more money in the pockets of our suppliers and consumers. We do this by utilizing the latest in technology ensuring on-time pickup and deliveries.

Sadoff will evaluate your production systems and call on our diverse portfolio of equipment in order to establish a tailor-made scrap management solution for your business. That's why we are proud to say our customers are among the largest and most recognizable manufacturers in the region.

RESPONSIVE:

You set the schedule based on your needs.

Whether you have a constant flow of material that requires a 24/7 on-call presence, a steady flow that requires scheduled pickups, or a variable flow best serviced with us waiting for your call – We're There When You Need Us – On Time – As Promised.

Sadoff can mobilize for special projects with innovative logistics and transportation solutions.

TRANSPARENT:

Sadoff has the ability through our transportation software system to e-mail a pickup receipt automatically as our truck leaves your facility. Our receipts can detail job site address/job numbers/pickup numbers/etc...as well as day and time and can be sent to multiple e-mail addresses. Receipts can be used to alert recipients that their pickup details will appear on the SIP portal within 24 hours.

New equipment requests should be directed to your account representative. Requests for box switches or pickups can be made to Sadoff Dispatch:

Wisconsin Dispatch:
1-877-972-3633 or
dispatch@sadoff.com

Nebraska Dispatch:
1-888-257-5442



EXAMPLE PRICE LETTER

Monthly price letters based on a published index.

SR SADOFF IRON &
METAL COMPANY
THE PREFERRED CHOICE IN RECYCLING

04/04/18

ABC Company
Street Address
City, State, Zip

Dear _____:

Pricing for the scrap items generated in April 2018 will be as follows:

Unprepared Steel	\$/GT
Carbon Steel Stampings	\$/GT
Aluminum Borings	\$/LBS
Brass Solids	\$/LBS

If you have any questions regarding the foregoing, please feel free to contact me.

Very truly yours,

Chris Stath

Chris Stath
Sadoff Iron & Metal Co.

Wisconsin
Berlin: 920.361.1450
Fond du Lac: 920.921.2070
Green Bay: 920.434.0137
Manitowoc: 920.684.3388
Oshkosh: 920.651.9398
Sheboygan: 920.457.2431

Nebraska
Lincoln: 402.470.2510
Omaha: 402.345.6624

www.sadoff.com

EXAMPLE EMAIL RECEIPT

Real time email receipts for container pickups.

From: scraprunnerdemo@bradycloud.com [mailto:scraprunnerdemo@bradycloud.com]
Sent: Tuesday, April 25, 2017 3:13 PM
To: Jeff Granger <grangerj@sadoff.com>
Subject: Receipt from SADOFF IRON & METAL

THIS IS AN AUTOMATED EMAIL. PLEASE DO NOT REPLY.

RECEIPT ACKNOWLEDGMENT

SADOFF IRON & METAL
240 W ARNDT ST
FOND DU LAC, WI 54935

Trip Number: 075220

Account:
ABC COMPANY
1234 BASSWOOD DRIVE
Springfield, WI 53719

Driver: DRIVER, BRADY TEST Truck #: 1000

Date: 04/25/17 4:11 PM
Container dropped: 1201S45 STD ROLLOFF-45 Commodity: GALVANIZED

Date: 04/25/17 4:12 PM
Container picked up: 1283S45 STD ROLLOFF-45 Commodity: GALVANIZED

Commodity type (if displayed) does not represent a confirmation of material received. Material is confirmed only after weighing and inspection.



Every piece of information from all your scrap metal interactions at Sadoff in a web-based portal for easy access.

Home Shipments Payments Purchase Orders Supplier Info												
Select a date range										Report Type		
04/01/2018 - 04/04/2018										Shipments Detail		
Shipment Date	Date Received	Scale Ticket	Branch	Shipment	Vehicle	Supplier Inv #	Supplier Shipment #	PO	Ship From	Material	Gross Wt (LB)	Tare Wt (LB)
04/04/2018	04/04/2018	TASPDQ	F1 - FOND DULAC	345499	TK 258	50900330		14092-20	0000	BUSHELING/CLIPS	67,060	41,180
04/04/2018	04/04/2018	TASPIH	F1 - FOND DULAC	345634	TK 258	50900332		14092-20	0000	BUSHELING/CLIPS	57,380	41,040
04/04/2018	04/04/2018	TASPGD	F1 - FOND DULAC	345549	TK 258	50900331		14092-20	0000	STEEL TURNINGS	67,500	41,540
04/02/2018	04/02/2018	TASOHU	F1 - FOND DULAC	344995	TK 258	50900327		14092-20	0000	BUSHELING/CLIPS	63,460	40,460
04/02/2018	04/02/2018	TASOMU	F1 - FOND DULAC	345073	TK 258	50900328		14092-20	0000	BUSHELING/CLIPS	66,560	40,440
04/02/2018	04/02/2018	TASODB	F1 - FOND DULAC	345103	TK 258	50900326		14092-20	0000	BUSHELING/CLIPS	63,740	40,740
04/02/2018	04/02/2018	TASOPX	F1 - FOND DULAC	345167	TK 78	50900329		14092-21	0000	MISC SCRAP STEEL	39,960	36,900
Grand Totals:											425,660	282,300

04/01/2018 - 04/04/2018 Report Type: Shipments Detail Submit														
Export: CSV PDF XLSX														
PO	Ship From	Material	Gross Wt (LB)	Tare Wt (LB)	Weight Adj. (LB)	Adj. Net Wt (LB)	Price	Freight Deduction	Amount Due	Amount Paid	Payment #	Payment Date		
14092-20	0000	BUSHELING/CLIPS	67,060	41,180	0	25,880	\$0.0000 GT	\$0.00	\$0.00	\$0.00				
14092-20	0000	BUSHELING/CLIPS	57,380	41,040	0	16,340	\$0.0000 GT	\$0.00	\$0.00	\$0.00				
14092-22	0000	STEEL TURNINGS	67,500	41,540	0	25,960	\$0.0000 GT	\$0.00	\$0.00	\$0.00				
14092-20	0000	BUSHELING/CLIPS	63,460	40,460	0	23,000	\$0.0000 GT	\$0.00	\$0.00	\$0.00				
14092-20	0000	BUSHELING/CLIPS	66,560	40,440	0	26,120	\$0.0000 GT	\$0.00	\$0.00	\$0.00				
14092-20	0000	BUSHELING/CLIPS	63,740	40,740	0	23,000	\$0.0000 GT	\$0.00	\$0.00	\$0.00				
14092-21	0000	MISC SCRAP STEEL	39,960	36,900	0	3,060	\$0.0000 GT	\$0.00	\$0.00	\$0.00				
Grand Totals:			425,660	282,300	0	143,360		\$0.00	\$0.00	\$0.00				

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PUBLICATIONS, ASSOCIATIONS, AND CERTIFICATIONS

- AMERICAN METAL MARKET – IRON AGE - PLATTS
- INSTITUTE SCRAP RECYCLING INDUSTRIES (ISRI)
- ISO 9001 – 2015
- CIRCLE OF SAFETY
- WISCONSIN MOTOR CARRIERS ASSOCIATION
- WISCONSIN FAMILY BUSINESS FORUM
- WELCOA AWARD WINNER
- TEC 12
- NORTHEASTERN WISCONSIN MANUFACTURING ALLIANCE MEMBER (NEWMA)





E-RECYCLING & Data Destruction

that checks all the boxes.

- ✓ ADVANCED CAPABILITIES
- ✓ CUSTOMIZED SOLUTIONS
- ✓ CERTIFIED PROGRAMS
- ✓ COMPREHENSIVE RECYCLING
- ✓ ENVIRONMENTAL RESPONSIBILITY
- ✓ GUARANTEED SECURITY

SE SADOFF E-RECYCLING & DATA DESTRUCTION
A SADOFF IRON & METAL COMPANY

As an IT professional, you understand the power and importance of data. To protect yourself, and the environment, you need proven and trusted electronics recycling and data destruction, all backed by independent audits to ensure the security of confidential data.

Sadoff E-Recycling and Data Destruction (SEDD) uses the most advanced techniques, equipment, and processes, valuing your security at every point. Our facilities operate to best industry and government standards, upholding safety as an uncompromising value and accountability as an unchallenged principle.

Decommissioning

From small office projects to complex facility projects, SEDD helps with planning, organization, modeling for asset disposition, transition plans, de-installation of assets, harvesting of hardware and software assets, and a completely secure chain of custody.

SadoffElectronicsRecycling.com

DATA DESTRUCTION

Work with a partner that speaks your language and has over 20 years of information technology experience. Receive a certificate of destruction. **Be absolutely certain. Sleep well.**

Data Destruction Services
(onsite at your facility)

- Hard Drive Shredding
- Data Erasure
- Hard Drive Degaussing
- Hard Drive Crushing
- Lockable Bins for Hard Drive Storage
- Tape Destruction

Bulk Data Destruction Services
(at our SEDD facility)

- Bulk Data Erasure
- Bulk Hard Drive Shredding
- Witnessed Destruction

RECYCLE ELECTRONICS

ASSET RECOVERY

Systematic handling and processing enables you to destroy data, remove assets from your live environment, and manage logistics and final disposition of assets. Assets can be tracked by individual asset, pallet, or load.



Onsite Data Destruction

Optional service to ensure all digital data is destroyed prior to leaving your site.



Collection

Assets packed and loaded at your location. Specific handling is based on your data security, compliance, and cost requirements.



Secure Transport

Unbroken chain of custody achieved through multiple transportation options, including a SEDD-owned fleet of trucks.



Receiving

Assets are received and weighed against original bill of lading.



Processing

Our secure facilities offer a full range of asset recovery, asset refurbishment, parts recovery, redeployment, resale, and responsible recycling.

IT ASSET REFURBISHMENT

SEDD can provide parts harvesting services where components and parts are recovered from your IT and communications assets and redistributed as spares, parts for servicing and maintenance, or resold to return maximum value to your business. Reusing components and parts saves you money by reducing new component purchases, and it has a positive impact on the sustainable use of resources within product lifecycles.

Parts we recover:

- Memory and hard drives
- CPUs / GPUs
- Printed circuit boards
- Video and graphics cards
- Laptop batteries

100% DATA SECURITY



All memory components and devices recovered by SEDD are securely

data-wiped using industry and government recognized software.

With your security at stake, it's vital to select a partner you trust. Sadoff E-Recycling & Data Destruction is reliable, safe, and secure, plus you get an insightful consultant who understands IT.

Discover more at
SadoffElectronicsRecycling.com
or call (833) E-Recycl today!

SE SADOFF E-RECYCLING & DATA DESTRUCTION
A SADOFF IRON & METAL COMPANY

Destroying Your Past ...
to Protect Your Future

EHS VALUES AND PRINCIPLES



- WE VALUE HUMAN LIFE ABOVE ALL ELSE AND MANAGE RISKS ACCORDINGLY.
- WE RELENTLESSLY PURSUE AND CONTINUALLY IMPROVE ENVIRONMENTAL HEALTH & SAFETY (EHS) SYSTEMS AND PROCESSES.
- WE DO NOT COMPROMISE OUR EHS VALUE FOR PROFIT OR PRODUCTION.
- WE COMPLY WITH ALL LAWS AND SET HIGHER STANDARDS FOR OURSELVES AND OUR SUPPLIERS WHERE UNACCEPTABLE RISKS ARE IDENTIFIED.
- WE SUPPORT POLLUTION PREVENTION AND SUSTAINABLE DEVELOPMENT BY INCORPORATING SOCIAL RESPONSIBILITY, ECONOMIC SUCCESS, AND ENVIRONMENTAL EXCELLENCE INTO OUR DECISION MAKING PROCESS.
- WE MEASURE AND ASSESS OUR PERFORMANCE AND ARE OPEN AND TRANSPARENT IN OUR COMMUNICATIONS.
- WE SUPPLY AND USE SAFE AND RELIABLE PRODUCTS AND SERVICES.
- WE USE OUR EHS KNOWLEDGE TO ENHANCE THE SAFETY AND WELL BEING OF OUR COMMUNITIES.
- WE ARE ALL ACCOUNTABLE FOR CONFORMING WITH AND DEPLOYING OUR EHS VALUES AND PRINCIPLES.

MATERIAL ACCEPTANCE POLICY

Sadoff Iron & Metal Company is committed to the health and safety of its Employees and Customers as well as to conducting an environmentally safe and clean operation. Therefore, we cannot accept items that present a threat to human health or the environment. Such items include, but are not necessarily limited to, the following:

MATERIAL	CONDITIONS OF ACCEPTANCE
<i>SUBMERSIBLE WELL PUMPS</i>	NONE (do not accept)
<i><u>CAPACITORS OR CAPACITOR BEARING MATERIALS AND BALLASTS OR ITEMS CONTAINING BALLASTS</u></i>	Capacitors <u>and ballasts</u> will be accepted in the non-ferrous warehouse if they are labeled to be NON-PCB capacitors or if there is evidence of being manufactured after 1998. Items that once contained capacitors will be accepted only if all capacitors have been removed (in compliance with all state and federal regulations). <u>E-Scrap is exempt from capacitor removal</u>
<i>LIGHT BULBS</i>	NONE (do not accept)
<i>APPLIANCES, HOUSEHOLD</i> <i>(refrigerators, dryers, microwaves, dehumidifiers, air conditioners, commercial coolers, dishwashers, furnaces, freezers, clothes washers, hot water heaters, kitchen ranges/ovens, thermostats, drinking fountains, fluorescent lights, trash compactors, vending machines, etc.)</i>	Appliances, household items will be accepted if all CFC's, hydrochlorofluorocarbons (HCFC's), or substitute refrigerants, ammonia, and other hazardous materials have been removed by a licensed Dealer (in compliance with all state and federal regulations), and the Dealer has supplied Sadoff with written certification and indemnification. Must be free of all capacitors and ballasts and mercury containing components (bulbs, switches). Must be free of Sodium Potassium (NaK) switches. <i>Sadoff facilities that decommission appliances will accept appliances containing CFC's that are not baled or crushed. Please call your local Sadoff facility to determine capabilities.</i>
<i>ASBESTOS-CONTAINING SCRAP</i> <i>(furnaces, pipes, building materials, etc.)</i>	Scrap that once contained asbestos will be accepted if all asbestos has been removed in accordance with applicable regulations.

MATERIAL ACCEPTANCE POLICY

<p>BARRELS, DRUMS, AND OTHER CONTAINERS</p>	<p>Barrels, drums, and other containers are acceptable if properly cleaned and free of <u>all remaining product</u>. Skinned coatings that are nonhazardous and have been dried (baked) are acceptable.</p>
<p>BATTERIES, LEAD-ACID ONLY</p>	<p><u>Lead acid batteries must be whole and un-cracked to prevent spillage. If cracked, batteries must be fully drained and dry. If batteries are “wet” they must be placed in a plastic bag. Lead acid batteries must be removed from any other scrap stream.</u></p>
<p>NICKEL-CADMIUM (DRY OR WET), LITHIUM, LITHIUM-ION, NI-METAL HYDRIDE, ABSOLYTE & HYBRID BATTERIES <i>This includes all batteries that are not of a lead-acid nature.</i></p>	<p><u>Large quantities will be accepted with prior approval by the Environmental Compliance Manager and/or the Director of E-Recycling. Obtaining from the general public will be managed by each site Manager.</u></p>
<p>COMPRESSED/LIQUEFIED GAS CYLINDERS AND VESSELS <i>(oxygen, propane, acetylene, argon, refrigerants, fire extinguishers, etc.)</i></p>	<p>Compressed/liquefied gas cylinders and vessels will be accepted if empty, segregated, valves removed, depressurized, empty of any fire extinguisher media and rendered unusable. Any cylinder that contained pressurized gas that supported combustion shall be cut in half.</p>
<p>GAS TANKS</p>	<p>Gas tanks are acceptable if they are drained, <u>holes are on each side and are separated on a load. Arrangements should be made</u> with a Sadoff Buyer in advance of delivery.</p>
<p>DROSS, METALLIC</p>	<p>Dross metallic will only be accepted if certification and documentation that the dross has been managed in compliance with applicable legal requirements.</p>
<p>TELEVISION SETS</p>	<p>Televisions must be whole (not broken in any way) and an acceptance fee may apply.</p>
<p>TIRES</p>	<p>Sadoff reserves the right to charge for the handling of tires mixed in a scrap load. <u>Tires are only accepted with prior approval.</u></p>



MATERIAL ACCEPTANCE POLICY

<i>AUTOMOBILES</i>	Automobiles are accepted if properly decommissioned and have proper documentation. <i>Certain sites have demanufacturing capabilities please call your local Sadoff branch to determine their capabilities.</i>
<i>NON-METALLICS, DIRT / SOILS</i> <i>(Including but not limited to dirt, soils, garbage, concrete, tar, paper, rags, wood, food products, and plastic.)</i>	NONE (do not accept)
<i>TRANSFORMERS</i>	Transformers that are cleaned and certified free of PCB's will be accepted. Any unit containing oil will not be accepted.
<i>MERCURY</i>	We will accept only automotive mercury switches that are removed and collected under the National Vehicle Mercury Switch Recovery Program (NVMSRP).
<i>USED OIL FILTERS</i>	Used oil filters will be accepted only if complete incineration has occurred, or non-metallic has been removed and the steel washed to remove all oil by a certified processor.
<i>REFRIGERANTS (CFC's and SUBSTITUTES)</i>	Any item containing CFC's, hydrochlorofluorocarbons (HCFC's) or substitute refrigerants (air conditioners, refrigerators, compressors, etc.) will be rejected unless the CFC's have been completely removed by a licensed Dealer in compliance with all state and federal laws, and/or proper documentation has been supplied and is on file at Sadoff Iron & Metal Company. Sadoff facilities that recover refrigerants may accept scrap with refrigerants if item not baled or crushed.
<i>RADIOACTIVE SOURCES</i> <i>(gauges and measuring devices using radioactive source material, medical equipment containing a radioactive source, cameras containing a radioactive source, underground pipe, etc.)</i>	NONE (do not accept)
<i>AMMUNITION</i>	Only small arms caliber brass shells are acceptable if they are not live rounds and must be segregated from other material. No military ammunition will be accepted.

MATERIAL ACCEPTANCE POLICY

<i>SCRAP CONTAINING FLUIDS (oil, fuel, coolant, antifreeze, cutting oil, hydraulic oil, solvents, etc.)</i>	Scrap that once contained fluids are acceptable if all fluids are drained prior to delivery. See also BARRELS/DRUMS and AUTOMOBILES.
<i>EXPLOSIVES</i>	NONE (do not accept)
<i>TANKS, ABOVEGROUND AND UNDERGROUND STORAGE (mobile, portable, fixed)</i>	Tanks are acceptable if they have been <u>opened, dry, cleaned</u> and by a <u>registered remover/cleaner</u> . <u>Must be free of coatings</u> such as tar, plastic, resin, etc.
<i>BAGHOUSE DUST</i>	Baghouse dust is acceptable only with prior <u>approval from the IMS Team</u>
<i>MACHINERY</i>	Machinery is acceptable if free of capacitors, pressurized hoses, drained of oils, excessive grease, and any other banned items.
<i>WHEEL WEIGHTS</i>	Wheel weights may be delivered as a separate item to the non-ferrous warehouse. Wheel weights may not be attached to wheel rims used as a shredder item or delivered as foundry steel.
<i>BEER KEGS</i>	Beer kegs are acceptable if accompanied by a letter of sale by the Owner (Brewery).
<i>WASTE, HAZARDOUS OR TOXIC (as defined by Federal, State, or Local regulations)</i>	NONE (do not accept)
<i>STOLEN MATERIAL</i>	NONE (do not accept)
<i>FREE FLOWING FLUIDS (Oils, lubricants, or additives)</i>	NONE (do not accept) Any product or component containing these items is banned and will be returned to the generator at the generator's expense.
<i>PERFORATED GUNS (FRACKING PIPE)</i>	NONE (do not accept)
<i>PRINTERS (DESK, HOME, OR OFFICE)</i>	<u>Acceptable if toner removed from device.</u>
<i>TONER AND INKJET</i>	<u>Must be whole and intact. If damaged/broken/leaking will not be accepted.</u>

Sadoff Iron & Metal Company is neither a licensed hazardous waste hauler, nor hazardous waste disposal site. Any hazardous material or item will be returned to the generator in full compliance with all state and federal rules and regulation. All costs related to handling and returns will be at the generator's expense.

ABOUT SADOFF IRON & METAL



SCRAP METAL RECYCLING CENTERS AND SCRAP METAL BUYERS

Our vision is to be the preferred choice in recycling solutions. Our mission to accomplish this is to incorporate customer focus, attain operational excellence, find innovative solutions, and manage risk. We do this through investment in our people, teamwork, and by adhering to the standards of excellence.

LEADING THE SCRAP METAL RECYCLING INDUSTRY

For over 70 years, Sadoff Iron & Metal has offered scrap metal recycling with prompt, professional service, competitive pricing, and environmental focus. We're known for our integrity; building trust with customers as we help improve their processes and bottom-lines.

We call our unique approach "Down To Earth" recycling. It means we combine our environmental responsibility with easy-going, customer-focused attention. We're proud to offer scrap management programs that not only make the planet more green, they make our customers some green, too.



FOUNDER EDWARD H. RUDOY



CEO MARK LASKY



EVP JASON LASKY



EVP BRADFORD LASKY



BUILT IN WORD





THANK YOU
FOR THE OPPORTUNITY
TO EARN YOUR BUSINESS

