

OCEAN BOUND PLASTIC

CERTIFICATION PROGRAM OBP PROGRAM TEMPLATES



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Revisions and Updates

This document shall be revised as necessary to match any changes in the Standards of the OBP Program that require a template update. Please send any comment you have regarding this document to [contact\(at\)obpcert.org](mailto:contact(at)obpcert.org)

Revision history

Date	Version	Changes
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1. INTRODUCTION

The aim of Zero Plastic Oceans is to protect oceans from the continuous leakage of Plastic waste from land-based activity by developing incentives and models that promote the collection of Ocean Bound Plastic¹ (OBP).

The **OBP Certification Program** was designed to encourage the removal of OBP from the environment by adding value in effectively collecting and treating it before it reaches oceans. The scheme is composed of two subprograms; the **OBP Recycling Subprogram**, and the **OBP Neutrality Subprogram**.

When OBP is commercially recyclable², its collection and Recycling can be encouraged by certifying its origin and traceability, giving it a higher market value. This model is certified using the OBP Collection Organization Standard and the OBP Recycling Organization Standard, for the OBP Recycling Subprogram.

When OBP is not commercially recyclable³, its collection and final treatment can be encouraged by certifying this process through the Ocean Bound Plastic Neutrality model. In this model, Plastic producers or users can offset their Plastic consumption or production, by removing a determined volume from the environment through the acquisition of OBP Credits. This model is certified using the OBP Neutralization Services Provider Standard and the OBP Plastic Producers & Users Standard, for the OBP Neutrality Subprogram.

Organizations may certify themselves for one, or both subprograms as they are complementary solutions. Working with both subprograms makes sense in terms of economic efficiency, given all OBP is collected and marketed at once. It also makes sense from the environmental perspective, since it is only by addressing both, Commercially and Non-Commercially Recyclable OBP, that we will be able to make a real impact.

¹ Ocean Bound Plastic, is, as defined in OBP-DEF-GUI, Plastic litter that will be carried away to oceans in particular by the effects of currents, winds, river flows or tides.

² Commercially recyclable OBP as defined in OBP-DEF-GUI, means that OBP is technically recyclable and that it can be sold locally to recyclers for a price that renders its collection attractive to waste pickers or collection organizations. Currently, especially in countries where OBP is leaking into the oceans, a significant portion of technically recyclable OBP is unfortunately not commercially recyclable.

³ Not commercially recyclable OBP as defined in OBP-DEF-GUI, means that OBP cannot be sold for an attractive price but also includes products or packaging which are technically not recyclable (because of the resin used, the mix of different materials or because they are too damaged).



2. TERMS AND DEFINITIONS

Capital letters are used throughout the document to signal the words that are included in the definitions available in OBP-DEF-GUI. Acronym's significance is also available in the same OBP-DEF-GUI document.

3. SCOPE

This document includes all the templates mentioned in the OBP Program documents. These templates are given as guidance/reference for applying Organizations to provide evidence of compliance for specific Standard requirements.

- Section 4 includes templates applicable to the whole OBP certification program.
- Section 5 includes templates used by the Neutrality Subprogram only.



4. TEMPLATES APPLICABLE TO THE WHOLE OBP CERTIFICATION PROGRAM

4.1. SELF-DECLARATION TEMPLATE FOR SUBCONTRACTORS

I, (Full Name), identified with (identity document number and type), in representation of (company name) in my quality of (title) declare that:

The organization I represent complies with the following social and environmental requirements:

- a) The organization does not use child labor in any way. The organization complies with the national minimum age for employment and/or the age of completion of compulsory education, whichever is higher. In no case the organization relies on work performed by children under the age of 14.
- b) The organization does not use forced or compulsory labor as defined by ILO convention 29 and does not create any conditions that will generate an unfair dependence of workers towards the organization (such as retaining identity documents, salaries, generating debts).
- c) The organization has social policies in place encouraging that workers are at least paid minimum legal wages applicable.
- d) The organization has enforced waste management procedures that prioritize reduction, reuse and recycling of all its production wastes whenever possible.
- e) The organization can demonstrate the destination of its final waste, and that all reasonable precautions are taken to avoid that its plastic waste may become abandoned in the environment or open air burned.

Signed by:

Date:



4.2. DAILY COLLECTION RECORD TEMPLATE FOR SHORELINE AND WATERWAYS OBP

This template is a guideline only, Organizations can adapt the template to best fit their operations, for example segregating volumes by plastic type if needed.

SITE INFORMATION

Site name	Site location	Collection type <input type="checkbox"/> Routine <input type="checkbox"/> Special: _____	OBP category <input type="checkbox"/> Shoreline <input type="checkbox"/> Waterways
Supervision <input type="checkbox"/> Presential <input type="checkbox"/> Technological	If presential supervision: Name and contact of supervisor	Collection date	

TOTAL WEIGHT AND VOLUME⁴ COLLECTED

Total number of Bags: _____	Weight and volumes per Bag _____	Segregated weight in bags or BB or Kg, or L, or m3 For recycling: _____ For valorization _____ For disposal _____ Not sorted _____
Big bags (BB): _____	Big bags (BB) _____	

PARTICIPATING COLLECTORS

Name	Phone	Type (V = Volunteer, E = Employee, C= Contractor)

Name and signature of responsible person

Pictures of before and after activity

⁴ Volume is obligatory for the Neutrality Subprogram only.



4.3. DAILY PURCHASE RECORD TEMPLATE FOR SHORELINE AND WATERWAYS OBP

This template is a guideline only, Organizations can adapt the template to best fit their operations, for example segregating volumes by plastic type if needed.

SITE INFORMATION

Collection site name	Collection site location	Collection date	OBP category <input type="checkbox"/> Shoreline <input type="checkbox"/> Waterways
Supervision <input type="checkbox"/> Presential <input type="checkbox"/> Technological	If presential supervision: Name and contact of supervisor	Purchasing center name	

WEIGHT AND VOLUME⁵ PURCHASED AND INDEPENDENT COLLECTORS INFORMATION⁶

Independent Collector name	Phone	Weight purchased	Volume purchased
Daily total			

Name and signature of responsible person

Pictures of before and after activity

⁵ Volume is obligatory for the Neutrality Subprogram only.

⁶ When purchasing to Small Collectors, the Small Collectors shall provide the collection logs corresponding to the collection or purchase operations they have done.



4.4. DAILY COLLECTION RECORD TEMPLATE FOR POTENTIAL OBP

This template is a guideline only, Organizations can adapt the template to best fit their operations, for example segregating volumes by plastic type if needed.

SITE INFORMATION

Site/area name	Site/area location	Collection type <input type="checkbox"/> Routine <input type="checkbox"/> Special: _____	Collection date
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TOTAL WEIGHT AND VOLUME⁷ COLLECTED

Total number of Bags: _____	Weight and volumes per Bag _____	Segregated weight in bags or BB or Kg, or L or m3 For recycling: _____ For valorization _____ For disposal _____ Not sorted _____
Big bags (BB): _____	Big bags (BB) _____	

PARTICIPATING COLLECTORS

Name	Phone	Type (V = Volunteer, E = Employee, C= Contractor)

Name and signature of responsible person

⁷ Volume is obligatory for the Neutrality Subprogram only.



4.5.DAILY PURCHASE RECORD TEMPLATE FOR POTENTIAL OBP OR FISHING MATERIAL OBP

This template is a guideline only, Organizations can adapt the template to best fit their operations, for example segregating volumes by plastic type if needed.

OBP category

Potential

Fishing Material

SITE INFORMATION

Collection name	site/area	Collection location	site/area	Collection date	Purchasing center name / Port name

WEIGHT AND VOLUME⁸ PURCHASED AND INDEPENDENT COLLECTORS INFORMATION⁹

Independent collector name	Phone	Weight purchased	Volume purchased
	Daily total		

Name and signature of responsible person

⁸ Volume is obligatory for the Neutrality Subprogram only.

⁹ When purchasing to Small Collectors, the Small Collectors shall provide the collection logs corresponding to the collection or purchase operations they have done.



5. TEMPLATES APPLICABLE TO THE NEUTRALITY SUBPROGRAM ONLY

5.1. TAOBPW ESTIMATION TEMPLATE

This template is a guideline only, Organizations can adapt it to best fit their activities.

1. ANNUAL PERIOD CONSIDERED

Start: Month/Year, End: Month/Year

2. COLLECTION METHODS APPLIED

- A. Organization collecting directly with supervised collection (for Shoreline or Waterways categories)
- B. Organization purchasing OBP with supervised collection (for Shoreline or Waterways)
- C. Non-supervised direct collection (for Potential OBP)
- D. Non-supervised purchase (for Potential OBP or Fishing Material OBP)
- E. Other collection methods with devices for example river booms, etc

3. QUANTITY ESTIMATION FOR EACH COLLECTION METHOD APPLIED

For each of the above collection methods considered, a table with similar information as the ones given below as examples should be filled in to be able to make a total annual weight estimate for each collection method applicable.

A. SUPERVISED DIRECT COLLECTION

Collection Site name and type (waterways source or shoreline source if applicable)	Average collectors number	Average weight collected per collector	Number of collection days estimated per year	Total Weight per year of Shoreline OBP if applicable	Total Weight per year of Waterways OBP if applicable
			TOTAL A		



B. SUPERVISED COLLECTION PURCHASED TO INDEPENDENT COLLECTORS OF SMALL SUPPLIER GROUP

Collection Site name and type (waterways source or shoreline source if applicable)	Average Independent Collectors or Small Collectors number	Average weight purchased per collector	Number of purchases per year	Total Weight per year of Shoreline OBP if applicable	Total Weight per year of Waterways OBP if applicable
			TOTAL B		

C) POTENTIAL OBP COLLECTED

Collection Site name	Average collectors number	Average weight per collector	Number of collection day per year	Total Weight per year
			TOTAL C	

D) POTENTIAL OBP OR FISHING MATERIAL OBP PURCHASED

Purchasing Site name	Average Independent Collectors or Small Collectors number	Average weight per collector	Number of purchases per year	Total Weight per year
			TOTAL D	

E) SPECIAL CASES

Other specific template formats can be used to forecast the OBP weight of exceptional cleaning events or automatized cleaning devices installed in a river stream for example.

YEARLY TOTALS

OBP category	Yearly Weight
Shoreline OBP	<i>Shoreline A+ Shoreline B</i>
Waterways OBP	<i>Waterways A + Waterways B</i>
Potential and Fishing Material OBP	<i>C + D</i>

E total, if applicable should be added where it corresponds,



5.2.SELF-DECLARATION TEMPLATE FOR APPROVED TREATMENT FACILITIES

I, (Full Name), identified with (identity document number and type), in representation of (company name) in my quality of (title) declare that:

The organization I represent complies with the following social and environmental requirements:

- a) The organization does not use child labor in any way. The organization complies with the national minimum age for employment and/or the age of completion of compulsory education, whichever is higher. In no case the organization relies on work performed by children under the age of 14.
- b) The organization does not use forced or compulsory labor as defined by ILO convention 29 and does not create any conditions that will generate an unfair dependence of workers towards the organization (such as retaining identity documents, salaries, generating debts).
- c) The organization has social policies in place encouraging that workers are at least paid minimum legal wages applicable.
- d) The organization handles the received third party waste in compliance with applicable environmental regulations and can ensure that no waste, in particular plastic waste, is at risk of leaking into the environment from the organization's facility(ies).
- e) The organization has enforced waste management procedures that prioritize reduction, reuse and recycling to handle its own waste¹⁰.
- f) The organization can demonstrate that the final residues that it cannot treat in its own facility(ies), are sent to be handled by adequate third parties.

Signed by:

Date:

¹⁰ If the organization has no wastes of its own and/or no final residues that it cannot treat, item e and f should be adapted to declare the absence of waste or final residues.



5.3. NEUTRALIZATION CERTIFICATE TEMPLATE

This template is to be used by Approved CBs to generate their Neutralization Certificates.

NEUTRALIZATION CERTIFICATE NUMBER:

LEGAL INFORMATION		
1. Certification Body Issuing the Certificate <i>Name of Certification Body Address & Contact of CB</i>	2. Certified Organization <i>Name of Organization Address & Contact of Organization</i>	
3. Neutralization Certificate Issuance Date : <i>DD/MM/YYYY</i>	4. Organization Scope Certificate number and validity: <i># - DD/MM/YYYY</i>	
5. Beneficiary of the Neutralization Certificate (organization paying for the Neutralization services) <i>Name of organization Address & Contact</i>		
INFORMATION ABOUT THE OCEAN BOUND PLASTIC NEUTRALIZED		
6. Amount of OBP Neutralized in Metric Ton (MT) <i>XX.XXX MT</i>	7. Neutralization Period <i>From DD/MM to DD/MM of YYYY</i>	
8. Category and type of OBP Neutralized	<input type="checkbox"/> Potential OBP (50 km from coastline)	Type and Quantity in MT: <i>MIXED XX.XXX PVC XX.XXX MT</i>
	<input type="checkbox"/> Waterways OBP (200 m from riverbanks and in a river stream)	Type and Quantity in MT: <i>COMP XX.XXX</i>
	<input type="checkbox"/> Shoreline OBP (200m from highest tide line towards the land and 100m from lowest tide line inside the sea)	Type and Quantity in MT: <i>MIXED XX.XXX PET XX.XXX</i>
	<input type="checkbox"/> Fishing Material OBP (Fishing gear and plastic caught by fishermen)	Type and Quantity in MT: <i>MIXED XX.XXX OTHER XX.XXX</i>
9. Source (location where OBP was collected) for Identity Preserved Supply Chain Model Only	<i>Specify Source if applicable</i>	
	<input type="checkbox"/> Waste to energy	Quantity in MT: <i>XX.XXX</i>



10. Approved Treatment process of collected OBP. If several treatments were applied to the lot indicate the quantity corresponding to each treatment type in Metric Ton.	(please specify)	
	<input type="checkbox"/> Disposal in a compliant landfill	Quantity in MT: <i>XX.XXX</i>
	<input type="checkbox"/> Recycling	Quantity in MT: <i>XX.XXX</i>
	<input type="checkbox"/> Other treatments (please specify)	Quantity in MT: <i>XX.XXX</i>
OBP CREDITS SERIAL NUMBERS <i>See OBP Credits structure in Annex 1.</i>		
DECLARATION		
11. Undersigned declaration The undersigned guarantees on behalf of the CB that documentation provided by the Organization mentioned in box 2, has been revised, and the OBP weight mentioned in box 6 has been collected from the environment and treated as specified in box 10, according to the requirements of the OBP Neutralization Services Provider Standard.		
12. Authorized person signature on behalf of CB	13. Stamp of CB	



ANNEX 1: OBP CREDITS SERIAL NUMBERS STRUCTURE

Year-Batch-Verification Entity-OBP Category-Plastic Type-Project ID-Country Code-Block Number Start-Block Number End

Component	Description	Options
Year	Year of issuance of the OBP Credits (year of emission of the Neutralization Certificate)	
Batch	Batch number is sequential within each year, starting with 1, and corresponds to each verified issuance (each Neutralization certificate issued)	Number given by Zero Plastic Oceans
Verification entity	Abbreviation of Certification Body	3 Letter code given by Zero Plastic Oceans
OBP Category	Category of OBP according to the OBP certification Program	POTENTIAL OBP WATERWAYS OBP SHORELINE OBP FISHING MATERIAL OBP
Plastic Type	Mixed or specific type if available	MIXED: Mixed Plastic PET: Polyethylene Terephthalate HDPE: High Density Polyethylene PVC: Poly vinyl Chloride LDPE: Low Density Polyethylene PP: Polypropylene PS: Polystyrene EPS: Expanded Polystyrene OTHER: Miscellaneous Plastics (polycarbonate, polylactic acid, acrylic, acrylonitrile butadiene, styrene, fiberglass, nylon) COMP: composite material (multilayer packaging, multi plastic products)
Project ID	Certified Project ID issuing OBP Credits	Unique identifier per certified project. Combining the name of the certified organization and a project number. Given by Zero Plastic Oceans.
Country	Country code corresponding to the country where the project is taking place	2 Letter country code per ISO 3166 international standard. If project covers multiple countries the code used shall be MUL.
Block number Start	First OBP Credit Serial number in the batch corresponding to the first kg	0.001
Block number End	Last OBP Credit Serial number in the batch corresponding to the last kg	Depends on the total weight of the Batch

Example for 6.57 MT of WATERWAYS OBP, Mixed plastics issued by ORG, Batch #5 in 2021 in India, verified by Control Union Certifications.

2021-5-CUC-WATERWAYS OBP-MIXED-ORG/1-IN-0.001-6.570



Example for a Batch of 30 MT of SHORELINE OBP, PET and 20 MT of POTENTIAL OBP, Mixed plastics issued by Project 3 of ORG, Batch number 21 in 2022 in Vietnam, verified by Control Union Certifications.

2022-21-CUC-SHORELINE OBP-PET-ORG/3-VN-0.001-30.000
2022-21-CUC-POTENTIAL OBP-MIXED-ORG/3-VN-0.001-20.000

