

OCEAN BOUND PLASTIC



RECYCLING SUBPROGRAM OBP RECYCLING ORGANIZATION STANDARD



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Reference Documents

This Standard shall be used together with the following complementary documents:

- OBP-DEF-GUI: OBP Program Definitions & Annexes
- OBP-TEM-GUI: OBP Program Templates
- OBP-LOG-GUI: OBP Logo Uses and Claims Guidelines
- OBP-FAQ-GUI: OBP Frequently Asked Questions
- OBP-REM-GUI: OBP Remote and Supervised/Shadow Audit Guidelines
- OBP-ROS-GUI: OBP Recognition of other Standards and Audits
- OBP-FEE-CON: OBP Fees Structure

All documents are available on the “document center” section of the OBP Program website (www.obpcert.org)

Revisions and Updates

This Standard will be revised if required, to incorporate improvements or clarifications that will not change substantially the content of the Standard and its requirements. Further significant revision schedule will be communicated on the OBP Program website. Please send any comment you have regarding the Standard to [contact\(at\)obpcert.org](mailto:contact(at)obpcert.org)

Revision history

Date	Version	Changes
8 th June 2020	V1	Initial Release
8 th Sept. 2020	V1.1	<ul style="list-style-type: none">• Update of the Forewords and the Scope due to the evolution of ZPO’s initiative into the Ocean Bound Plastic Neutrality model with its dedicated certification subprogram (OBP Neutrality subprogram). These changes are not tracked, for legibility and because they do not affect the requirements of this Standard.• Addition of requirement 5.1d• Addition of requirement 5.5c and ANNEX IV• Complements added in the Segregation Supply Chain Model ANNEX I (text in <i>italic</i>)



8 th Sept. 2021	V2	<ul style="list-style-type: none"> • Changes from the previous revision (<i>in Italic</i> have been formatted in normal text). • Incorporation of option 5.3a(ii). • Incorporation of requirements 5.3c, 5.3g(iv) and 5.3h. • Reformulation of requirement 5.6a.iv. • Incorporation of requirement 5.6b. • Incorporation of the Transaction Declaration mechanism and corresponding requirements in chapter 5.7. • Reformulation of requirement 5.9b. • Definitions and annexes have been removed from the Standard and are now available in documents OBP-DEF-GUI and OBP-TEM-GUI.
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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 Standard is applicable to any Organization (for profit, not for profit, governmental or non-governmental) involved, or who wants to be involved in the Plastic Recycling value chain, starting from purchase/reception of OBP from an Organization certified against the OBP Collection Organization Standard, to the incorporation of Recycled OBP into final business to business (B2B) or business to consumers (B2C) products.

For example, it can be applicable to:

- i. Trader/merchant Organizations, or Organizations that concentrate and/or transport Recyclable OBP without or with little transformation (washing, baling, shredding),
- ii. Recycled polymer production Organizations,
- iii. Recycled Plastic packaging or Recycled goods production Organizations,
- iv. Final user of products of packaging containing Recycled OBP.
- v. Trader/merchant Organizations that buy and sell any product containing Recycled OBP.

This Standard enables Organizations of the Plastic Recycling value chain to make a certified Claim about the Recycled OBP content of their products, at each step of its transformation, up to the final consumer.

This Standard applies to any type of Plastic and product that can be Recycled in any industry and to any supply chain.

This Standard has specific provisions for Claims and labelling with regards of Recycled OBP content for Final Product for Business to Business (B2B), and for Business to Consumer (B2C).

Organizations that work nation-wide or internationally, and, have multiple sites that are distinct legal entities administrated by a central office, may apply for a Multisite Certification following the requirements mentioned in ANNEX III of the OBP-DEF-GUI document.

The Standard is applicable worldwide.



4.EFFECTIVE DATE

This certification Standard becomes effective on the release date and shall become compulsory to use on the 8th of December 2021. New certification applicants and already certified Organizations shall be assessed against this revision of the Standard from this date onwards.

5.REQUIREMENTS

5.1. LEGAL COMPLIANCE

- a. The Organization shall demonstrate compliance with national laws and requirements related with its operation.
- b. The Organization shall not use child labor in any way. The Organization shall demonstrate compliance with the national minimum age for employment and/or the age of completion of compulsory education, whichever is higher. In no case shall the Organization rely on work performed by children under the age of 14.
- c. The Organization shall not use forced or compulsory labor as defined by ILO convention 29 and shall especially forbid itself to create any condition that will generate an unfair dependence of workers towards the Organization (such as retaining identity documents, salaries, generating debts).
- d. The Organization shall have social policies in place ensuring that workers are at least paid minimum legal wages applicable.

5.2. QUALITY MANAGEMENT SYSTEM

- a. The Organization shall have or create a dedicated management system to ensure that it can maintain its compliance to the requirements of this Standard. One person within the Organization shall be appointed as quality manager to oversee the implementation of the Standards´ requirements. This person shall also be the main contact person with the Certification Body (CB) during Audits and their preparations.
- b. The Organization shall have procedures that can be made available to the CB to demonstrate its compliance with requirements of this Standard.



- c. The responsibilities to implement procedures shall be distributed to identified key personnel within the Organization under the supervision of the quality manager and these personnel shall receive adequate training to ensure they understand the requirements of the Standard in its latest version.
- d. The Organization shall keep documentation to prove conformity to the Standard requirements. The documentation of previous Audits must be kept for at least 4 years and presented to the auditor upon request. A non-exhaustive list of records to be kept includes methods and procedures, product lists, purchases and sales documents including invoices, contracts, accounting records, product batch data sheets and mass balance, internal Recycling records, production flowsheet, list of customers and suppliers, list of process related Subcontractors, non-conformity records, training material, brand mark usage approvals.

5.3. MATERIAL SOURCING AND SUPPLIER VALIDATION

- a) The Recycling Organization, depending on its nature and its production objective with regards to certified OBP, shall purchase its certified OBP from:
 - i. An Organization certified to the OBP Collection Organization Standard.
 - ii. An Organization certified to the OBP Neutralization Services Provider Standard
 - iii. A trader or distribution company whose operations are certified to the OBP Recycling Standard.
 - iv. A Recycling company whose operations are certified to the OBP Recycling Standard.
 - v. A polymer manufacturer whose operations are certified to the OBP Recycling Standard.
 - vi. Or any similar supplier that holds a valid Collection or Recycling OBP Certificate.
- b. The Organization shall have a supply agreement with the supplier that states as essential condition that the supplier must hold a valid OBP Certificate.
- c. Each physical delivery of an OBP product shall be accompanied by its corresponding Transaction Declaration (see section 5.7). Organizations shall not accept reception of OBP products delivered without the Transaction Declaration from the seller.



- d. The Organization shall have records and transactional documents allowing to evidence: i) the product type of certified OBP purchased (for eg. mixed Plastics, sorted Plastics, fibers, shredded Plastics, flakes, granulates or others), ii) the Claim of certified OBP for each product type (for eg. contains OBP, XX% OBP, or 100% OBP), and iii) the associated quantities (measured by weight) for each product type
- e. The Organization shall maintain an up-to-date summary list of all OBP suppliers containing information such as names, certification code, and materials supplied.
- f. To confirm any changes that might affect the availability and authenticity of the supplied products, the Organization shall regularly verify validity and product groups' scope of the certificates of their active OBP certified suppliers through the OBP Program website (www.obpcert.org) in the "certified organizations" section.
- g. The Organization shall have procedures in place to check supplier's sale and/or delivery documentation to confirm that: (i) the supplied material type and quantities are in conformity to the supplied documentation; (ii) the OBP Claim is specified; (iii) the supplier's OBP Certification code is quoted for material supplied with OBP Claims; (iv) the Transaction Declaration is in conformity with the requirements of this Standard.
- h. If Organizations have doubts regarding the veracity of the information in any of the supplied documentation, they shall refuse the OBP products and contact their Certification Body and ZPO.

5.4. INTERNAL TRACEABILITY REQUIREMENTS AND SUPPLY CHAIN MODEL

The Organization shall choose at least one Supply Chain Model as described in ANNEX I of the OBP-DEF-GUI document and adapt its internal procedures accordingly.

- a) The Organization shall have storage and labelling procedures in place to ensure compliance with chosen Supply Chain Model.
- b) The Organization shall have a production management system in place that allows clear tracking of certified OBP Inputs and Outputs for each production lot, flow, area, sites, or equivalent scope in compliance with chosen Supply Chain Model. In case of mixtures, the precise percentage (up to whole numbers at least) of OBP in the final or intermediary product shall be determinable. In cases where the



process implies a change in OBP's nature (for e.g. chemical Recycling) the Organization shall justify the material changes undergone and the resultant weight or volume conversion factors to be able to establish a proper mass balance system at the required scope level and keep track of the OBP used and transformed.

- c) If internal Recycling is applicable in the Organization and if required for the Supply Chain Model chosen, the production management system shall be able to track the recycled flows and the OBP content in these recycled flows.
- d) The Organization shall be able to show mass balance systems of its production lots, production line, or facility, whichever is most applicable to their process, to clearly demonstrate the OBP content of its products. Through these mass balance systems or any other appropriate records, the Organization shall be able to match the amount of OBP purchased throughout a year with the amount of OBP sold and if applicable, discarded.

5.5. SUBCONTRACTORS

The Organization may use, for parts of its process involving OBP products, one or several Subcontractors.

- a) The Organization shall have an updated list of these Subcontractors, with names and contact details and specifying which operations they are realizing on behalf of the Organization.
- b) Each Subcontractor shall have a contract with the Organization. These contracts shall state that Subcontractor must comply with internal traceability requirements related to chosen Supply Chain Model for the subcontracted process manipulating OBP.
- c) Subcontractors shall sign a self-declaration of compliance with minimum social and environmental requirements as specified by this Standard. Copies of signed Subcontractor's self-declarations shall be kept by the Organization. A self-declaration template is available in the OBP-TEM-GUI document.
- d) Subcontractors are not obliged to become certified under this Standard, however it is likely that their production site(s) will be visited during an Audit of the Organization. The CB will perform a risk assessment of Subcontractors, and if any are considered high risk, a sample of them will be inspected.



The following factors are considered high risk for subcontractors:

1. Subcontractor handles OBP certified Plastic and other Plastics in its facility.
 2. Subcontractor is not certified to any chain of custody standard
 3. Subcontractor is the last step on the production process and does not return the product to the certified organization, but rather dispatches directly to the next actor in the supply chain or to the final customer.
 4. Subcontractor is handling more than 30% of all the OBP volume that the Organization processes
- e) Subcontractors are not allowed to further subcontract any part of their work associated with OBP.
- f) Every transaction of OBP Material between the Organization and its Subcontractor(s) shall be recorded and in cases of volume/weight changes or if a blend has been realized a mass balance system justifying the differences shall be associated with each transaction.
- g) Subcontracting is considered as such, only if the Organization keeps the ownership of the OBP. If a Subcontractor obtains property of the material, it will need to have its own Scope Certificate so that Claims on OBP content can be maintained.

5.6.SALES AND ANNUAL SUMMARIES

- a) The Organization shall make sure that sales documents accompanying products with an OBP Claim state clearly: (i) the Organization certification code, (ii) the OBP Category and content Claim for each product expressed in a way that is not misleading (iii) the quantity of product for each product sold, including weight information, (iv) buyer name and contact details and v) date of sale.
- b) The Organization shall have an itemized table summary to facilitate reconciliation of i) all purchased/received certified OBP throughout the year showing total annual weight summaries per category if applicable, ii) total annual weight summaries of sold OBP.



5.7. TRANSACTION DECLARATIONS

Transaction Declarations are a tool used by the OBP Program to reinforce the traceability and ensure authenticity of transactions involving certified OBP. Each Transaction Declaration has a unique identifier and can only be issued by Organizations holding a valid Scope Certificate.

- a) The certified OBP supplier Organization shall issue a Transaction Declaration every time its certified OBP product changes ownership (For eg. when a seller is sending OBP product to its buyer, but not when the Organization is delivering OBP to its Subcontractor). Transaction Declarations must be delivered to buyers/recipients of OBP products alongside the necessary commercial and logistical documentation.
- b) Transaction Declarations can be issued by the Organization through the OBP Program website once the Organization has requested and received from ZPO its account details for this purpose.

5.8. TRANSPORT, PACKAGING AND LABELLING

- a. The Organization shall ensure products with an OBP Claim shall be packaged and transported in such a way that no product substitution can occur without breaking the safety closing system, seal or enclosure used.
- b. External labelling of the container shall clearly state which product is contained and either bear the necessary documentation or have an easily identifiable link to the transaction and transport documents.

5.9. WASTE MANAGEMENT

- a. The Organization shall have enforced waste management procedures that prioritize reduction, reuse and Recycling of all its production wastes whenever possible.
- b. The Organization shall provide evidence of the environmentally adequate final disposition of its waste, ensuring that all reasonable precautions are taken to avoid that its Plastic waste may become abandoned in the environment or open air burned.



5.10. OBP TRADEMARKS AND LABELS USES

- a. Organizations are eligible to use OBP promotional labels, provided they are certified with this Standard.
- b. The status of the Organization as certificate holder and OBP recycler can be promoted with OBP promotional labels in websites, social networking, business cards, printed material, promotional items (t-shirts, caps, banners, etc), or any other corporate communication the Organization sees fit.
- c. The Organization is allowed to use On-Product Labels only on products containing Recycled OBP. The label shall be accompanied by a Claim disclosing either the exact recycled OBP content or the phrase “Contains Recycled OBP” if the product contains at least 25% of Recycled OBP.
- d. The Organization shall refer to the reference document OBP-LOG-GUI before any public use of the OBP Logos is made. Organizations that do not comply with these guidelines may lose the right to use the OBP trademarks.
- e. The Organization shall request an approval of intended artworks to its CB and shall keep a register of all the approved uses of the OBP promotional labels and On-Product Labels sent by the CB.
- f. The OBP and ZPO trademarks shall not be used: (a) in a way that could cause confusion, misinterpretation, or loss of credibility to the OBP certification scheme; (b) in a way that implies that ZPO endorses, participates in, or is responsible for activities performed by the Organization outside the scope of certification; (c) to promote product quality aspects not covered by the OBP certification.

