

OCEAN BOUND PLASTIC



RECYCLING SUBPROGRAM OBP COLLECTION 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	V2	<ul style="list-style-type: none">• Removal of the content related to ZPO’s Initiative that has evolved in the Ocean Bound Plastic Neutrality model with its dedicated certification subprogram (OBP Neutrality subprogram) and update of the Forewords and Scope accordingly. These changes are not tracked, for legibility and because they do not affect the requirements of the Standard for the OBP Recycling subprogram.• Terms & definitions updates (text in <i>italic</i>)• Addition of requirement 5.1d



		<ul style="list-style-type: none"> • Correction of the numeration of requirement 5.3 • Modification of requirements 5.4a, b and e (text in <i>italic</i>) • Removal of volume references in 5.2d and 5.5a,b • Clarifications in 7.2c and 7.5g (text in <i>italic</i>) • Addition of the possibility to subcontract (requirement 5.6) and ANNEX V • Complements added in the Segregation Supply Chain Model ANNEX I (text in <i>italic</i>)
8 th Sept. 2021	V2.1	<ul style="list-style-type: none"> • Changes from the previous revision (<i>in Italic</i>) have been formatted in normal text. • Incorporation of requirement 5.1e (already an existing requirement but only listed in the OBP-FAQCB-GUI document). • Reformulation of requirement 5.7a. • Reformulation of requirement 5.8a. • Incorporation of requirements 5.8a(i) and 5.8b. • Incorporation of the Transaction Declaration mechanism and corresponding requirements in chapter 5.9. • 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 carrying out abandoned Plastic collections and environmental cleanings for Recycling purposes, to certify the origin of the Plastic they collect as Ocean Bound Plastic.

This Standard covers activities related to ownership of collected OBP until sale or disposal. These activities may include some or all the following:

- Collection (by own means or by purchase to Independent Collectors or Supplier Group members).
- Handling & storage of raw or prepared OBP.
- Preparation of OBP: cleaning, sorting, drying, compacting, shredding, baling.
- Transport/sale

Further processing like grinding, making flakes or melting OBP need to be included in the OBP Recycling Organization Standard scope.

Organizations that work nation-wide or internationally, and, have multiple sites that are distinct legal entities administrated by a central office and wish to certify several operations, 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, CHILD LABOR, FAIR WORKING CONDITIONS

- 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.
- e) When purchasing OBP to Independent Collectors the Organization shall ensure that the above criteria are met through the enforcement of fair business practices, like no purchasing to children and payments above the minimum market prices for the OBP collected.

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 Standard's 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 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, list of collection sites, records of collection activities, final disposition registers, annual weight summaries, sales records, non-conformity records, training material, brand mark usage approvals.

5.3. IDENTIFICATION OF COLLECTION SITES

- a) The Organization shall determine and specify the collection sites (names and geographical location of selected beaches, riverbanks, districts and communities or any other site type) they will work in.
- b) The Organization should be able to justify the choice of the site in terms of, first, environmental impacts and then, with regards to other criteria such as social impact, accessibility, logistical aspects, safety of operations, etc.

5.4. COLLECTION SYSTEM IMPLEMENTATION AND MONITORING

The Organization shall have protocols and control processes to be able to plan, monitor and demonstrate it has performed the collection of OBP according to the certification requirements.

- a) For the collection of Shoreline OBP and Waterways OBP, collector's location shall be monitored during collection, either through direct supervision, or through using appropriate technology. Similarly, purchasing Shoreline OBP or Waterways OBP from Independent Collectors or Small Collectors is allowed only if Independent Collectors or Small Collectors staff location is monitored during collection. For Small Collectors, they shall also be part of a Supplier Group as defined in ANNEX II of the OBP-DEF-GUI document.
- b) For the collection of Potential OBP the purchase from Independent Collectors is allowed provided the purchasing location is situated within 45 km from the shoreline and the sites where the Independent Collectors are operating are identified. The purchase of Potential OBP from Small Collectors as defined in ANNEX II of the OBP-DEF-GUI document is allowed through the Supplier Group certification.



- c) For the collection of Fishing Material OBP the purchase from fishermen considered as Independent Collectors is allowed provided the purchasing location is on the coast or a riverbank. If the location is on a riverbank, the river shall be connected directly or through its main stem to the ocean. Purchasing from fishermen considered as Small Collectors is allowed as part of a Supplier Group, following the requirements defined in ANNEX II of the OBP-DEF-GUI document.
- d) The Organization needs to demonstrate adequate workshops/trainings have been carried out with collectors (staff, volunteers and Independents Collectors), in order to prove they understand the definition of Ocean Bound Plastic, so they collect correctly. This includes i) specification of its abandoned nature (refer to OBP-DEF-GUI document), ii) determined distance from shore, rivers or tide lines unless justified otherwise.
- e) For the collection of Shoreline OBP and Waterways OBP monitored activities, the Organization shall keep records for each collection site of daily collection activities. Records of daily collection activities need to include info such as: i) date ii) name of collection site, iii) names of all participating collectors, phone numbers, and type of collector (staff, or volunteers), iv) name of supervisor, v) type of collection event (routine or special), vi) total number of bags, big bags,... collected, vi) Exact weight if possible or approximate weight per bag, vii) number of bags, or weight segregated per type of final destination when applicable, viii) pictures of before and after collection activity when possible. Reference collection record templates are available in the OBP-TEM-GUI document. In cases where the Organization uses technology to track the work of collectors, equivalent information shall be available.
- f) For the purchased OBP from Independent Collectors, the Organization shall keep records of daily purchases including, (i) name and contact details of Independent Collectors, (ii) purchased weight, (iii) location of collection. The Organization shall have a list of the Independent Collectors it is working with, including as a minimum (i) full name, (ii) contact details, (iii) area where they work. Reference collection record templates are available in the OBP-TEM-GUI document.
- g) The Organization shall monitor the conformance of collectors in relation to the definition of OBP and have a contingency plan to cater for nonconforming collectors (e.g. warnings, contract or equivalent employment agreement termination, finalization of purchases...).



5.5. MATERIAL INSPECTION, PREPARATION, SUPPLY CHAIN MANAGEMENT MODEL

The Organization shall have protocols and control processes to ensure traceability from collection point to destination of OBP. The Organization shall be able to demonstrate the following:

- a) Upon end of collection or upon receipt at a logistic center, all OBP collected shall be visually inspected, weighed and registered by category. This information can be included in the daily records filled in during collection or purchase.
- b) The Organization may classify the OBP according to the final destination given to it. This separation is only likely to be performed for the sale of OBP to third parties for its Recycling or valorization, or, if the Organization is itself Recycling or valorizing all or some of it. In such cases, the Organization shall weight separately each flux.
- c) For the sale of OBP, the Organization may be involved in operations such as cleaning, washing, sticker removal, classification, compression (baling) and packaging for transport. The portion of OBP that undergoes these steps needs to be properly registered.
- d) The Organization shall choose at least one Supply Chain Model as defined in ANNEX I of the OBP-DEF-GUI document and follow the requirements stipulated in this annex.

5.6. SUBCONTRACTORS

The Organization may use, for parts of its process involving OBP but not for collection itself, 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. Final treatment facilities shall not be considered Subcontractors and shall follow requirements of 5.7.
- b) Each Subcontractor shall have a contract with the Organization. These contracts shall state that Subcontractors 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 Subcontractors' 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 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 treatment facility.
 - 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.



5.7. FINAL DESTINATION OF COLLECTED OBP

- a) If all collected OBP is not sold to a buyer, the Organization shall provide evidence of the way the excess OBP has been managed. If the excess OBP has become waste, proof of its environmentally adequate final disposition shall be provided, ensuring that all reasonable precautions are taken to avoid that its Plastic waste may become abandoned in the environment or open air burned.
- b) Transactions with any third party to which OBP has been handed over shall be demonstrated in the form of a commercial document, transport document, final disposition site acceptance or similar.
- c) The Organization shall keep a record of all OBP transactions it has realized. These records shall at least contain: i) weight transferred, ii) OBP category if applicable, iii) third party name and contact details and iv) date of transaction.

5.8. SALE OF CERTIFIED OBP AND ANNUAL SUMMARIES

- a) The Organization shall make sure that its sales documents accompanying products with an OBP Claim state clearly: (i) the Organization certification code, (ii) weight sold iii) OBP Category, iv) buyer name and contact details and iv) date of sale.
- b) The Organization shall have an itemized table summary to facilitate reconciliation of all the collection activities carried out throughout the year showing: i) total annual weight summaries per OBP Category if applicable, ii) type of collection events, iii) total annual weight summaries of sold OBP per Category if applicable.

5.9. 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 or when disposing waste OBP as per 5.7). 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.

5.10. 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 certified OBP supplier can be promoted with the 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 the On-Product Labels on the lots of recyclable OBP that it plans to sell, and promotional labels on the commercial and transport related documentation.
- 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 the 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.

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.

