



OceanCycle® Certification for Ocean & Ocean-bound Plastics – Manufacturing Supplemental 3.0

Scope & Applicability

To define the requirements and standards that OceanCycle, Inc (OCI) uses in certifying manufacturers and material traders ensuring companies are following proper chain of custody procedures in the manufacturing of OceanCycle Certified products.

Terms

- Ocean Plastic – Plastic recovered from the ocean
- Ocean-bound/prevented ocean plastic /diverted ocean plastic – Plastic waste recovered from within 50 kilometers (30 miles) of an ocean coastline or major waterway that feeds into the ocean in a geographic region that lacks formal waste management. Except in the case of a sea, material collected from major waterways may be no further than 200km from the mouth or end point of that waterway.
- Chain of custody (CoC) – Documentation that provides traceability to the material source such as point of collection or place of purchase.
- Raw material – Collected and unprocessed plastic.
- Plastic Waste Collector (collector) – Individual person who collects plastic waste and sells it to a small collection center, aggregator, or processor.
- Flake – Post-consumer plastic that has been shredded and washed into small fragments
- Regrind pellets – Post-consumer plastic that has undergone at least one processing method such as molding or extrusion and ground into chips.
- Resin – Plastic compounds that serve as the basis of all plastics.
- Finished good – Products that have completed the manufacturing process and are ready to be sold or distributed to an end user.
- Mass balance – Calculation of the input and output of certified materials used throughout the collection, processing, and manufacturing process.
- Product – Flake, regrind pellets, resin, or finished goods made with ocean or ocean-bound plastic.
- Polyester Staple Fiber – A material produced from synthetic chemical compounds that can be twisted to form yarns with a variety of uses in the textile, automotive and furniture industries
- Input – Certified material (resin, flake, polyester staple fiber, etc.) purchased from an OceanCycle Certified processor.
- Manufacturer – A company that makes a good for sale.
- Material Trader – Companies who do not further alter a product but act an intermediary or broker to facilitate sales of material.



Standards & Requirements

1. Material sourcing
 - 1.1. Materials for use in manufacturing such as flake, resin, yarn, fabric, polyester staple fiber, etc. must be purchased from an OceanCycle Certified™ processor or another OceanCycle certified manufacturer. If the processor or previous manufacturer is not certified by OceanCycle, the finished good cannot carry OCIs certification mark.
2. Treatment of workers
 - 2.1. Follow basic guidelines for the treatment of workers according to United Nations Labor Guidelines¹.
 - a. Safety – Workers are provided adequate safety equipment such as gloves or masks when necessary.
 - b. Health – Workers are provided proper working conditions conducive to maintaining health. (e.g. access to potable water, bathroom facilities, areas to wash hands, shade and proper lighting)
 - c. Work hours
 - i. Workers are not forced to work or required to work more than 12 hours in a day
 - ii. Workers are provided adequate breaks and areas for breaks
 - iii. Workers are not forced to work more than 6 consecutive days
 - d. No child labor
 - e. Fair pay – Workers shall be paid at least minimum wage in accordance with local and national laws.
3. Material and product records
 - 3.1. The organization shall keep up-to-date records on all suppliers providing materials used for certified products. These records shall include supplier names, materials supplied, dates of purchase, and quantities supplied.
 - a. These records shall be kept for a minimum of five (5) years.
 - 3.2. The organization shall implement procedures to confirm that suppliers are delivering specified ocean plastic materials and are maintaining proper chain of custody.
 - 3.3. The organization shall ensure that only eligible certified materials are used in products labeled as OceanCycle Certified.
 - 3.4. Manufacturer shall keep track of any loss of material in the manufacturing process and reconcile those losses against the total amount of OceanCycle certified raw material they purchased.
 - 3.5. Manufacturer shall develop a system to label and share documentation with OCI. OCI will maintain a secure online database for the manufacturer to store and share relevant documentation and data.

¹ <https://www.unglobalcompact.org/what-is-gc/our-work/social/labour>



4. Consumer safety – Organizations shall ensure that resins and finished goods adhere to the following substances standard.
 - 4.1. Hazardous substances
 - a. Any materials added to certified input materials shall not contain persistent organic pollutants listed in the Stockholm Convention.
 - b. The products shall not contain any compound that would deem it a hazardous waste under 40 CFR 261.24.
5. Material handling – The organization shall implement a segregation system to ensure that certified input materials and finished goods are not mistakenly mixed in with other non-certified materials. If the material is purposefully mixed to create a blended good, the specific percentages shall be documented.
6. Minimum content requirements
 - 6.1. The minimum blend for a certified product is 30% ocean plastic in a finished good or component of a finished good. The organization shall maintain records to verify these claims.
 - a. Blend content shall be labeled on finished good (i.e. 30%, 50%, 100%)
 - b. The manufacturer shall maintain a continuous blend throughout production
 - 6.2. Manufacturing – For each finished good the manufacturing organization shall develop a consistent methodology for calculating conversion factors and maintain records that include:
 - i. The OCI certified supplier name
 - ii. The main steps in the manufacturing process
 - iii. Any changes in volume or weight
 - iv. A list of any material blended with OCI certified material and the amount of material blended
7. Material traders
 - 7.1. Must maintain chain of custody of material while acting as an intermediary between two organizations. Responsible for:
 - a. Ensuring the material they provide is purchased from an OCI certified entity.
 - i. Maintain proper labeling, handling and documentation to verify CoC.
 - ii. Report if shipments also include non-certified material in the same ocean containers or trucks being used for shipping
 - b. Maintaining a segregation system for OCI certified material
 - c. Providing documentation verify CoC throughout the organization’s purchasing and sales process.
8. Use of Transfer Certificates – Transactions between organizations, both certified and not certified, shall be recorded by transfer certificates checked and approved by OCI.
 - a. All certificates will be backed-up by traceability documentation developed and agreed to during the audit process.
 - b. Transfer Certificates will be issued through OCI’s online portal. Organizations that pass the certification process will be provided access to the portal at time of certification.
 - c. As of January 1, 2022 all transactions will require an OCI issued transfer certificate to be considered a certified shipment, sale, or transfer.



Documentation Guidelines

9. The organization shall create a process to ensure that it is purchasing input material from organizations following proper procedures. At a minimum, that organization should:
 - 9.1. Keep records that document organizations providing material, type of material, quantity, and date of purchase.
 - 9.2. Have a plan to segregate the certified material from other materials prior to use in manufacturing.
 - 9.3. Keep detailed records of any blend of the certified materials with other materials in a finished product.
 - 9.4. Provide a document that shows the mass-balance of material from input through production.
 - 9.5. Documentation shall be uploaded to OCI's database within 10 working days of product shipment(s).

Non-compliance Procedures

10. Complaint and non-compliance procedures for manufacturers
 - 10.1. The organization shall put a process in place to review and remedy complaints of non-compliance with OCI policies and procedures. At a minimum the process will ensure:
 - a. Receipt of the complaint is acknowledged within ten (10) business days and reported to OCI.
 - b. Investigation of the complaint is initiated within fifteen (15) days.
 - c. If complaint is validated, provide a remedy within two (2) months. If more time is needed to complete the investigation, the organization must notify OCI with an explanation.
 - d. Provide a notice of the remedy to both the complainant and OCI.
 - 10.2. Once made aware of a potential issue, the organization shall take steps to ensure that the potential non-conforming materials are identified, quarantined, and not sold while the investigation is conducted.
 - 10.3. Should the investigation validate the complaint, the organization shall:
 - a. Notify all direct customers in writing within five (5) business days of the non-conforming material and maintain records of that notice.
 - b. Work with customers on any needed recall.
 - c. Implement a plan to ensure that the infraction does not occur again.
 - d. Provide a full report to OCI about remediation plan and organizations affected by the infraction.
 - 10.4. If these procedures are not followed, it will result in the revocation of any certification by OCI.

Control of Certified Ocean Plastic Product Claims

11. Product labeling – Once material processors successfully pass an audit by OCI, they are given certification documents and are allowed to use the term OceanCycle Certified on their products, website, and other promotional material. Claims will be strictly monitored by OCI and mislabeling



non-certified material as OceanCycle Certified will be grounds for revoking the company's certification.

NOTE: For guidelines about material claims and regulations please see OceanCycle Terms and Conditions document.

12. Brand guidelines can be accessed at <https://oceancycle.co/brand-guidelines/>