TRANSACTION DECLARATIONS INFORMATION DOCUMENT

INTRODUCTION

This document aims to explain what Transaction Declarations are, what they are used for and how they are controlled within the OBP Certification Program. Specific certification requirements related to Transaction Declarations are found in the corresponding OBP standard available on the program website (www.obpcert.org), on the document center. This document is "for information only" in case any discrepancies are found between this document and the standards and their complementary documents, the later prevails.

WHAT IS A TRANSACTION DECLARATION?

Transaction Declarations (TDs) are an essential component of the OBP certification program to allow traceability in changes in ownership of OBP products between companies on the supply chain. Certified companies within the Recycling Subprogram[1] are required to issue a TD with every sale of OBP products to a third party (even if the buyer does not request it), given it serves as evidence of their certified status´ and products´ validity.

TDs contain information about seller and buyer, seller´s scope certificate and the products transacted. Each TD is registered in a registry held by ZPO and has a unique identifier that serves to prove its authenticity. TDs are also useful to verify OBP mass balances for certified companies. TDs are only shared with certification bodies during audits, and not shared with any other third party since they contain confidential commercial information.

HOW ARE TRANSACTION DECLARATIONS ISSUED?

Once certified companies receive their scope certificate, ZPO will send them a username to be able to use the TD tool with a link to reset the password. There is only one authorized username/email combination per certified company.

For issuing the TD, certified companies simply need to access the following page of the obpcert.org website: https://www.obpcert.org/obp-transaction-declarations/ and fill in the required information. Upon completion, the TD will be sent as an email

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[1] There is a possibility for a company certified to the OBP-NEU-STD to also a TD if selling Non-Commercially Recyclable OBP as a mean of treatment, within the provisions of the standard. But that possibility is scare as most of the NCR OBP is naturally not treated through recycling.

automatically to the certified company. ZPO also receives a copy of each email sent with the TD and the information of each TD is archived in a database.

REGISTRATION PROCESS AND ACCESS MANAGEMENT

The above-mentioned webpage is only accessible to registered users. ZPO is managing the registration process for every new certified company creating a login and a link to set a password and sending this information by email. By default, ZPO uses the contact email registered in the certification body application form to create the user and sending the account information. The login is automatically set to expire at the time the scope certificate expires. When the company renews the certificate the expiration date is changed accordingly, but no new users or password are created, the company uses the same information.

HANDLING OF ERRORS

It is common, even if the process is straightforward and all steps are clearly indicated on the webpage, that certified companies make mistakes in the template and issue a TD with errors, especially at the beginning. The information of the TD cannot be corrected, so if a mistake is made, ZPO requests certified companies to contact ZPO directly by email to get the faulty TD deleted. Upon confirmation of the deletion the company can issue a new TD. ZPO keeps a copy of the eliminated faulty TD and the new one. If a new TD is issued without having the deletion confirmation of the erroneous TD, the transaction will be counted twice, resulting in an anomaly in the certified company mass balance.

ACCESS TO TD INFORMATION FOR CERTIFICATION BODIES (CBS)

To verify if TDs have been properly issued or to check the authenticity of TDs, , CBs have access to a private page on the obpcert.org website. This page displays the list of all issued TDs content (without the identity of the buyer).Address of this page and password is provided by ZPO to the CB´s certifier(s).

UPDATES OF THE TD FORMAT

The TD format has been recently updated on 01/01/2024 to include Social + OPB. The TD is also extended to include up to 5 different products per TD and the Source information cell (for Identity preserved supply chain model only) has been removed since this model is very seldom used. The TD format is also updated from 1 page to 2 pages.

ANNEX 1

Screenshot of the TD issuance page for certified companies

OBP TRANSACTION DECLARATIONS

To generate your Transaction Declaration please fill in the required information below. The Transaction Declaration will be sent to the declarant email once all the information is completed. If you need to generate more than one Transaction Declaration, simply come back to this page and fill a new form.

Attention: You can not eliminate or make changes to a Transaction Declaration once submitted, if you need to make modifications to an issued Transaction Declaration please contact us. Do not fill the form again otherwise the transacted OBP quantity will be counted twice generating an error in your mass balance verification.

DECLARATION DATA

DECLARATION DATE *

DECLARANT NAME AND SURNAME *

Authorized seller representative filling the Transaction Declaration

DECLARANT EMAIL *

This email will be used to send the Transaction Declaration once completed

NUMBER OF PRODUCTS TO DECLARE

Selected Value: 1

Maximum 5 products per Transaction Declaration, if you have more please issue another TD to cover the rest of the products.

TRANSACTING PARTIES

SELLING ORGANIZATION NAME *

Vincent

Name of the Certified Organization issuing the Transaction Declaration
Limit is 100 characters. Characters remaining: 93.

SELLING ORGANIZATION ADDRESS *

Limit is 150 characters. Characters remaining: 150.

BUYING ORGANIZATION NAME *

Limit is 100 characters. Characters remaining: 100.

BUYING ORGANIZATION ADDRESS *

Limit is 150 characters. Characters remaining: 150.

OBP STANDARD APPLICABLE *

OBP Collection Organization

SELLING ORGANIZATION SCOPE CERTIFICATE NUMBER *

Limit is 30 characters. Characters remaining: 30.

SELLING ORGANIZATION SCOPE CERTIFICATE VALIDITY *

CONTRACT OR INVOICE NUMBER *

Include a reference number that can be used to track this transaction between your Organization and the buyer Organization. Please note that there should be only one TD issued per invoice.
Limit is 100 characters. Characters remaining: 100.

IF YOU ARE ALSO CERTIFIED TO THE SOCIAL + OBP COMPONENT PLEASE TICK THE BOX BELOW

☐ SOCIAL + OBP Component

Only tick the field you have this additional certification, if not just leave it blank.

NATURE AND QUANTITIES OF THE OBP PRODUCT(S) TRANSACTED

PRODUCT 1 NAME *

Please use the same name as on your Scope Certificate.
Limit is 50 characters. Characters remaining: 50.

PRODUCT 1 CODE *

Please use the same code as on your Scope Certificate.
Limit is 40 characters. Characters remaining: 40.

PRODUCT 1 OBP CATEGORY *

○ Potential OBP

○ Shoreline OBP

○ Waterways OBP

○ Fishing Material OBP

PRODUCT 1 WEIGHT (IN METRIC TONS) *

Limit is 10 characters. Characters remaining: 10.

PRODUCT 1 OBP PERCENTAGE *

Limit is 4 characters. Characters remaining: 4.

PRODUCT 1 OBP QUANTITY (IN METRIC TONS) *

Limit is 10 characters. Characters remaining: 10.

SUBMIT

GET IN TOUCH WITH US

ZERO PLASTIC OCEANS.

1 Bis rue de la Cailletiere
17740 Ste Marie de Re
FRANCE
contact@obpcert.org

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ANNEX 2
Dummy Completed TD

DECLARATION DATA

1. Declaration Unique Identifier	2. Declaration Date
wpf65b24c5e360359.12816226	2024-01-25

TRANSACTING PARTIES

3. Selling Organization	4. Buying Organization
Name: Organization Selling OBP	Name: Organization Buying OBP
Address: Street Number, Street name, District, City, Post Code, Country	Address: Street Number, Street name, District, City, Post Code, Country

5. Seller Scope Certificate (SC)	6. OBP Standard	7. Contract or Invoice Number related to the Transaction
Number: Scope123456	OBP Collection Organization	Invoice 01/01/01
Validity date: 2024-01-25		

NATURE AND QUANTITIES OF THE OBP PRODUCTS TRANSACTED[1]

Product Name	Product Code (as per Seller Scope Certificate)	OBP Category	Product Weight (metric tons)	% of OBP in Product	OBP Weight (metric tons)
OBP Product Name	OBP Product Code	Shoreline OBP	10	100	10

DECLARATION

The issuing Organization guarantees that the product sold is compliant with the requirements of the OBP Certification Program and that the information provided is sincere and accurate. This electronic declaration is valid without signature[2].

[1] If the number of lines is insufficient to cover all the products sold in that transaction more declarations shall be made, using the same invoice/contract number adding to it "Part1", "Part2" and so on for each Transaction Declaration as needed.

[2] For any doubt, question or concern with this declaration please contact Zero Plastic Oceans through the OBP Program website (www.obpcert.org).

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