

OCS EUROPE  
CERTIFICATION SCHEME

# Requirements

## Version 1.0

Created by Plastics Europe and European Plastics Converters.

This document is subject to future review and potential update(s). The first review will take place after one year of implementation.

Applicable up-to-date version of the document is available on the website of Operation Clean Sweep ([www.opcleansweep.eu](http://www.opcleansweep.eu)) and the dedicated website for the OCS Europe Certification scheme ([www.ocscertification.eu](http://www.ocscertification.eu)).

Operation Clean Sweep® is a trademark of PLASTICS industry association.

The Certification Scheme is built on the principles of Operation Clean Sweep® programme and will be hereafter referred to as OCS Europe Certification Scheme.

**This document gathers all Requirements that facilities have to meet in order to be OCS Europe certified. Requirements are composed of the Core Requirements and the Specific Requirements.**

The Core Requirements are procedures, assessment steps, management system, training requirements and related key performance indicators (KPIs) which are common across all parts of the value chain. The Specific Requirements are requirements that are specific to each part of the value chain through different modules.

Requirements are further labelled as mandatory and must be passed to obtain the certification. Some additional requirements are labelled as optional in this first audit cycle.

This document also includes the checklist composed of the questions that will be asked to the facilities by the auditor during the external audit.

**OCS EUROPE  
CERTIFICATION SCHEME**  
CREATED BY  
**PLASTICS EUROPE &  
EUROPEAN PLASTICS  
CONVERTERS**



## 0. COMMIT TO MAKING ZERO PELLETT, FLAKE, AND POWDER LOSS A PRIORITY

- 1) The senior management of the facility shall sign the "Pledge to Prevent Resin Pellet, Flake and Powder Loss" and communicate it internally. By signing the pledge, the facility will have its name listed on the Operation Clean Sweep Europe website ([www.opcleansweep.eu](http://www.opcleansweep.eu))\*

*\*Please note that this Operation Clean Sweep Europe website displaying the signatories of the pledge is different from the Public register displaying the list of certified facilities. The public register will be available on the OCS Europe Certification website.*

- 2) The Operation Clean Sweep Programme implementation and monitoring shall be a priority in the Facility Strategy. This includes awareness programme (awareness and accountability for spill prevention, containment, clean-up and disposal) for employees, Subcontractors and other actors.

- 3) Pellet loss prevention performance objectives: the performance objectives shall be categorized according to the Operation Clean Sweep pledge and in reference to the pellet loss hierarchy (See Annex for proposed OCS Europe Pellet loss hierarchy). They shall be internally communicated, followed up and reviewed during the annual management review (see requirement 4.3)

AUDIT CHECKLIST	GUIDANCE
1) Has the senior management of the facility signed the "Pledge to Prevent Resin Pellet, Flake and Powder Loss" and communicated it internally?	The auditor will check that the facility is listed on the Operation Clean Sweep website. The auditor will request the facility to provide the signed Operation Clean Sweep pledge. The auditor will interview the management of the facility to check if they know and understand the Operation Clean Sweep concepts.
2) Is the Operation Clean Sweep implementation and monitoring a priority in the Facility's strategy? Has facility implemented awareness programme for employees, subcontractors and other actors?	The auditor will look for written evidence of the declaration of the Operation Clean Sweep programme as a priority by the senior management and check if it is integrated or mentioned in the Facility's strategy/Quality Plan etc. The auditor shall check if the facility has implemented awareness programme for employees, subcontractors and other actors.
3) Has the facility defined Operation Clean Sweep Performance objectives and communicated them internally?	The auditor will check, in relation to the Operation Clean Sweep performance objectives, that: <ul style="list-style-type: none"> <li>■ they are categorized according to the Operation Clean Sweep pledge and the pellet loss hierarchy</li> <li>■ they are communicated to people in charge and shall seek evidence that this information is in turn communicated to all staff working on/visiting the site</li> <li>■ there is evidence of follow up (in meetings minutes, emails, site dashboard, etc.)</li> <li>■ they are reviewed during the annual management review (see requirement 4.3).</li> </ul>

### SPECIFIC REQUIREMENTS

#### 1. Producers

- Where applicable, the OCS Europe Certification Scheme Requirements can be included in the Environment Management Systems of the facility (e.g. ISO 14001...). (Optional requirement)

#### 2. Converters

- Where applicable, the OCS Europe Certification Scheme Requirements can be included in the Environment Management Systems of the facility (e.g. ISO 14001...). (Optional requirement)

#### 3. Transport/logistics

- The specific OCS Europe Certification Scheme requirements are described in the SQAS Transport Service, Tank Cleaning and Warehouse questionnaires.

## 1. IMPROVE WORKSITE SETUP TO PREVENT AND ADDRESS SPILLS

### CORE REQUIREMENT (MANDATORY)

Risk assessments should document pellet handling activities within their facility to identify the potential for spills, leaks and losses. The assessment should identify high risk areas and pathways to the external environment and include measures, equipment and procedures for prevention, containment, handling and clean-up. Clean up equipment should also be accessible in low-risk areas and appropriate procedures foreseen also for those lower risk areas.

- 1) A risk analysis about identification of potential spillages/losses within their facility\* shall be carried out, annually reviewed and kept updated, containing:
  - a) locations where a pellet loss can occur from the facility boundary
  - b) an analysis of the process to assess where and during which operation a spill/loss of pellets may occur.
  - c) the assessment of the likelihood of a loss and its magnitude in order to assign the appropriate priority and "risk ranking".

\* The blueprint of the facility or any other kind of information on the constitution of the facility being audited should be shared with the auditor.

- 2) A risk minimisation plan to prevent and address spills including responsibilities, actions, changes to infrastructure, equipment and timing shall be implemented and kept updated. It will establish preventive, containment and cleaning/reaction measures, protocols and or procedures.
- 3) The facility shall have appropriate tools and equipment to comply with the risk minimisation plan.
- 4) The facility will have a documented programme for preventive maintenance of facilities and equipment. Records of the implementation of the plan will be kept.
- 5) Employees shall have ready access to clean-up equipment, protocols and training manuals in addition to being fully trained.

#### Monitoring measurement, analysis and evaluation (internal to companies)

- Estimation of yearly pellet loss of the previous calendar year based on the Risk minimization methodology and internally developed KPIs

#### Annual Reporting Requirements (to trade associations)

- Estimation of yearly pellet loss for the previous calendar year based on the Risk minimization methodology and internally developed KPIs.

AUDIT CHECKLIST	GUIDANCE
1) Has the senior management of the facility signed the "Pledge to Prevent Resin Pellet, Flake and Powder Loss" and communicated it internally?  The risk analysis must contain: a) locations where a pellet loss can occur on the facility boundary b) a root-cause analysis of the process to assess where and during which operation a spill/loss of pellets, powder and flakes may occur. c) the assessment of the likelihood of a spill/ loss and its magnitude in order to assign the appropriate priority and "risk ranking"	The auditor will check documentary evidence that the risk analysis was carried out.  A facility map including the identification of the places where spill/losses can happen must be available. The auditor will use the map for the visit to the facility.  The risk analysis will be kept updated, especially when changes in the process occur. The risk analysis will clearly identify the places where the higher risk of pellet loss can happen.

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<p>2) Does the facility have a risk minimization plan to prevent and address spills, including responsibilities, actions and changes to infrastructure, equipment and timing?  a) Is the plan implemented and kept updated?  b) Does it establish preventive, containment and cleaning/reaction measures, protocols and or procedures?</p>	<p>The auditor will check documentary evidence of the plan.   The auditor will look for documentary evidence</p>
<p>3) Has the facility conducted the estimation of pellet loss based on a Risk minimization methodology (e.g., bowtie model) and internally developed KPIs.  a) Did the facility report the estimated pellet loss to the trade association?</p>	<p>The auditor will verify that the company has made a submission to the trade association when requested</p>
<p>4) Does the facility have appropriate facilities and equipment to comply with the risk minimization plan?</p>	<p>The auditor will check during the visit using the facility map mentioned in 1.1</p>
<p>5) Does the facility have a documented programme for preventive maintenance of facilities and equipment?</p>	<p>The auditor will check that the documented plan is complied with. He/she will select an audit sample of the maintenance carried out and will request records of them (maintenance sheets, invoices of jobs done, etc.).</p>
<p>6) Do employees have ready access to clean-up equipment?</p>	<p>The auditor will check during the visit</p>

**SPECIFIC REQUIREMENTS**

**1. Producers**

- 1.1. Production facilities are encouraged to use the bowtie model (or equivalent risk assessment tools)
- 1.2. Production facilities should have a system in place for:
  - inspection & cleaning of trucks leaving the site
  - managing outgoing water facilities
  - inspection and management of fences on the perimeter of the facility that are in public areas when applicable

1.1 is an optional requirement meanwhile 1.2. is a mandatory requirement.

**2. Converters**

- 1.1. Converting and compounding facilities are encouraged to use the bowtie model (or equivalent risk assessment tools)
- 1.2. Converting facilities should have a system in place for:
  - inspection of trucks entering the site
  - managing outgoing water facilities
  - inspection and management of fences on the perimeter of the facility that are in public areas when applicable
- 1.3. The risk mapping exercise shall at the minimum address typical critical spill point and emission location (sewage, roof, fence) contained in the "converters and compounders check list" (when applicable to the facility being audited).

1.1 is an optional requirement meanwhile 1.2 and 1.3 are mandatory requirements

**3. Transport/logistics**

The specific requirements for OCS Europe Certification Scheme are described in the SQAS Transport Service, Tank Cleaning and Warehouse questionnaires.

## 2. CREATE AND PUBLISH INTERNAL PROCEDURES TOWARDS ZERO PELLET LOSS GOALS

### CORE REQUIREMENT (MANDATORY)

- 1) The facility shall have documented procedure(s) in place including:
  - Description of roles and responsibilities and routines in case of a pellet spill/loss incident
  - Appropriate steps to prevent pellet spill/ loss incidents and their reoccurrence
  - In case of an incident the facility shall have instructions to clean-up
  - Roles and procedures for informing the regulatory bodies (where permits require it),
  - Instructions for managing the clean-up, the use of the clean-up equipment and disposal of the pellets after an incident in order to prevent impact to the environment.
  - A clear explanation on how to perform a good housekeeping complying the OCS Europe Certification Scheme definition at a minimum level (See Annex)
  - There shall be Housekeeping tours in place including routine inspections of the facility grounds in a defined frequency. Tours shall be documented, actions defined and followed up.
  - The hierarchy of measures (Layers of Protection) in reference to the OCS Europe Certification Scheme hierarchy of measures (See Annex) shall be taken into account when devising procedures.
- 2) Incidents resulting in loss to the environment shall be recorded, investigated and followed up
- 3) The operator of the facility shall have instructions and systems in place to ensure that the potential loss from primary containment is minimized as far as reasonably possible with the objective to effectively prevent and manage any potential loss of pellets.
- 4) The following items shall be followed-up and reviewed by relevant management meetings
  - actions from incidents
  - housekeeping status
  - effectiveness of preventive measures and
  - effectiveness, adequacy and suitability of procedures, equipment and instructions

#### Scheme Monitoring measurement, analysis and evaluation (internal to companies)

- Number and volume of incidents resulting in any unrecovered release (loss) of plastic pellets, flakes, powders, or granules, within the physical custody of a facility, to ground or water outside member-operated facilities and estimated to be greater than 0.5 liters or 0.5 kilograms per incident.
- % of spillage incident where action has been executed to avoid reoccurrence

#### Annual Reporting Requirements (to trade associations)

- Number and volume of incidents resulting in any unrecovered release (loss) of plastic pellets, flakes, powders, or granules, from the physical boundary of the facility, from containment zone/equipment to ground or water outside member-operated facilities and estimated to be greater than 0.5 litres or 0.5 kilograms per incident.

AUDIT CHECKLIST	GUIDANCE
1) Does the facility have a documented procedure(s) in place covering? <ol style="list-style-type: none"> <li>a) the description of roles and responsibilities and routines in case of a pellet spill/loss incident</li> <li>b) appropriate steps to prevent pellet spill/loss incidents and their reoccurrence</li> <li>c) instructions to immediately collect the pellets after an incident to avoid the environmental impact, in case of an incident</li> <li>d) roles and procedures for informing the regulatory bodies (where permits require it)</li> <li>e) instructions for managing the clean-up, the use of the clean-up equipment and disposal of the pellets after an incident to prevent impact to the environment.</li> <li>f) a clear explanation on how to perform a good housekeeping complying with the OCS Europe Certification Scheme definition at a minimum level.</li> </ol>	No guidelines. Self-explanatory

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<p>2) Are incidents resulting in loss to the environment recorded, investigated, and followed up?</p>	<p>The auditor will ask for an audit sample of incidents, investigation of root causes, corrective actions and follow up.</p>
<p>3) Does the facility have instructions and systems in place to minimize the potential loss from primary containment so to effectively prevent and manage any potential loss of pellets?</p>	<p>The auditor will check documentary evidence and will confirm during the visit. To minimize the potential loss from primary containment as reasonably as possible, the facility should at least have an equipment or a procedure.</p>
<p>4) Are the following items followed-up and reviewed by relevant management meetings?</p> <ul style="list-style-type: none"> <li>a) actions from incidents</li> <li>b) housekeeping status</li> <li>c) effectiveness of preventive measures</li> <li>d) effectiveness, adequacy and suitability of procedures, equipment, and instructions</li> </ul>	<p>The auditor will check documentary evidence. This could also be included in the Management Reviews required in requirement item 4.3</p>
<p>5) Does the facility have an internal KPI on the number of incidents resulting in any unrecovered release of plastic pellets, flakes, powders, or granules, within the physical custody of a facility, from containment to ground or water outside member-operated facilities and estimated to be greater than 0.5 litres or 0.5 kilograms per incident and total weight of pellets lost due to those incidents?</p>	<p>The auditor will look for documentary evidence and report the numeric value in the checklist.</p>

**SPECIFIC REQUIREMENTS**

None



### 3. PROVIDE EMPLOYEE TRAINING AND ACCOUNTABILITY FOR SPILL PREVENTION, CONTAINMENT, CLEAN-UP AND DISPOSAL

#### CORE REQUIREMENT (MANDATORY)

The organization shall determine the training plan associated to the Operation Clean Sweep programme and pellet loss prevention. The training plan will include the needs based on the employees' specific roles and responsibilities as well as a training schedule. The organization shall provide a regular training program for all relevant personnel working on facility, including non-pellets handling roles, that will result in individual training plans. The training sessions should be carried out within the regular working hours (subject to local regulations). Records of both the plan and training sessions will be kept showing that the plan was implemented. The implementation of the training plan shall be reviewed annually.

The following subjects have to be included in the plan:

- Operation Clean Sweep policy objectives and expectations
- written procedures to prevent, contain, clean-up and disposal of spills

The training shall include theory and practical hands on exercises.

Employees shall be informed about the evolution of the Operation Clean Sweep programme. Records of the information provided will be kept.

Drivers and subcontractors should be included in the awareness programme. External organizations for which the drivers and subcontractors work are responsible for ensuring the competence of their personnel.

Employees shall be encouraged to provide feedback on the Operation Clean Sweep programme.

AUDIT CHECKLIST	GUIDANCE
1) Has the organization determined the training needs associated to the Operation Clean Sweep programme based on the employees' specific roles and responsibilities?	The auditor will ask for an organigram, will select some employees and will ask for the description of their roles and responsibilities and verify the employees' training needs associated to the Operation Clean Sweep programme.
2) Does the organization provide a training programme for all personnel working on site that will result in individual training plans and is carried out within the regular working hours (subject to local regulations)?	The auditor will ask for an organigram and will verify the Operation Clean Sweep training programme based on some selected employees' specific roles and responsibilities.
3) Are the following subjects included in the plan? a) written procedures to prevent, contain, clean-up and dispose spills	The auditor will ask for records of both the plan and training sessions. The training plan should be reviewed annually.
4) Does the training plan include theory and practical hands-on exercises when applicable?	The auditor will ask for documentary evidence.
5) Are employees informed about the evolution of the Operation Clean Sweep programme?	The auditor will ask for documentary evidence
6) Are drivers and subcontractors included in the awareness programme?	External organizations for which the drivers and subcontractors work are responsible for ensuring the competence of their personnel.  If drivers and/or subcontractors are present during the visit the auditor will interview them.
7) Are employees encouraged to provide feedback on the Operation Clean Sweep programme?	The auditor will ask for documentary evidence

#### SPECIFIC REQUIREMENTS

None

## 4. AUDIT OUR PERFORMANCE REGULARLY

### CORE REQUIREMENT (MANDATORY)

- 1) There shall be housekeeping tours in place including routine inspections of the facility grounds with a defined frequency. Tours shall be documented, actions defined and followed up.
- 2) The facility shall have a procedure to document and carry out annual internal audits that covers:
  - The effectiveness of the procedures and tools to prevent spills and a potential of loss into the environment
  - the planned intervals to carry out the audits. These intervals will depend on the outcome of the previous audit(s) and the relevance that for the facility has the activities being audited
  - the management of any change in the operations of the facility
  - the compliance of the routine inspection plan inside and outside its physical boundaries and its effectiveness
  - estimation of the amount of pellet lost per year as a way to track progress towards the objective of zero pellet loss.
  - the training and or competence of the internal auditors
  - the independence of the internal auditors
  - the actions for non-conformities identified in the audits
  - the records of the audits

- 3) The senior management of the facility will hold a formal management review meeting at least once a year to review the Operation Clean Sweep management system that shall include, as a minimum, the following inputs:
  - the status of actions of previous Management review meetings
  - the monitoring of KPIs trends
  - the degree of implementation and effectiveness of the training plan
  - the Outcome of internal and external audits concerning the OCS Europe Certification
  - the status of the regulatory compliance with regulations governing pellet containment
  - the extent of which Operation Clean Sweep objectives have been met
  - recommendations for continual improvement

The senior management of the facility shall consider the recommendations of the management review and will define an improvement action plan with allocated resources and due dates

- 4) Non-conformities: (Note: based on ISO 14001, item 10.2)

When a nonconformity happens, the senior management of the facility shall:

- take action(s) to control it, correct it and attenuate its impact.
- investigate the root causes that resulted in the nonconformity in order to avoid its recurrence.

If needed, a corrective action shall be taken to eliminate the root cause(s) that resulted in the non-conformity. The corrective action shall be proportionate to the relevance of the non-conformity impact.

The senior management shall review the effectiveness of the corrective action.

Records shall be maintained of:

- the nonconformities
- the investigation of the root causes of the non-conformity
- any action taken and future actions, including due dates
- the verification of the effectiveness of the corrective action

AUDIT CHECKLIST	GUIDANCE
1) Are there housekeeping tours in place including routine inspections of the facility grounds with a defined frequency?	The auditor will check that the tours are documented, actions defined and followed up. The auditor will confirm during the physical visit to the facility.

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<p>2) Does the facility have a procedure to document and carry out annual internal audits that covers</p> <ul style="list-style-type: none"> <li>a) the effectiveness of the procedures to avoid spills and a potential of loss into the environment?</li> <li>b) The compliance of the routine inspection plan inside and outside its physical boundaries and its effectiveness</li> <li>c) estimation of the amount of pellets lost per year as a way to track progress towards the objective of zero pellet loss;</li> <li>d) The training and or competence of the internal auditors</li> <li>e) The independence of the internal auditors</li> <li>f) The actions for non-conformities identified in the audits</li> <li>g) The records of the audits</li> </ul>	<p>The auditor will check that the audit plan covers all aspects of the Operation Clean Sweep programme/OCS Europe Certification</p> <p>During the visit the auditor will check the clean-up status of the facility inside and outside the physical boundaries.</p>
<p>3) Does the senior management of the facility hold a formal management review meeting at least once a year to review the Operation Clean Sweep management system? The management review meeting shall include, at minimum, the following inputs:</p> <ul style="list-style-type: none"> <li>a) the status of actions of previous Management review meetings</li> <li>b) the monitoring of KPIs trends</li> <li>c) the degree of implementation and effectiveness of the training plan</li> <li>d) the Outcome of internal and external OCS Europe audits</li> <li>e) the status of the regulatory compliance with regulations governing pellet containment</li> <li>f) the extent of which Operation Clean Sweep objectives have been met</li> <li>g) recommendations for continuous improvement</li> </ul>	<p>No guidelines. Self-explanatory.</p>
<p>4) Does the senior management of the facility consider the recommendations of the management review and define an improvement action plan with allocated resources and due dates?</p>	<p>No guidelines. Self-explanatory.</p>
<p>5) a) When a nonconformity happens, does the facility:</p> <ul style="list-style-type: none"> <li>■ take action(s) to control it, correct it and attenuate its impact?</li> <li>■ investigate the root causes that produced the non-conformity to avoid its recurrence on the facility or elsewhere?</li> <li>■ take corrective action to eliminate the root cause(s) that produced the non-conformity?</li> </ul>	<p>No guidelines. Self-explanatory.</p>
<p>5) b) If a corrective action is issued, is it proportionate to the relevance of the non-conformity?</p>	<p>The auditor will discuss with the facility representative the criteria to issue the corrective action.</p>
<p>5) c) Is the effectiveness of the corrective action verified?</p>	<p>No guidelines. Self-explanatory.</p>
<p>5) d) Are records maintained of:</p> <ul style="list-style-type: none"> <li>■ the non-conformities</li> <li>■ the investigation of the root causes of the non-conformity</li> <li>■ any action taken and future actions, including due dates</li> <li>■ the verification of the effectiveness of the corrective action</li> </ul>	<p>No guidelines. Self-explanatory.</p>
<p><b>SPECIFIC REQUIREMENTS</b></p>	
<p>None</p>	

## 5. COMPLY WITH ALL APPLICABLE REGULATIONS (LOCAL, NATIONAL AND EU) GOVERNING PELLET CONTAINMENT

### CORE REQUIREMENT (MANDATORY)

The facility shall have a procedure related to legal requirements governing pellet containment that includes:

- How the facility stays abreast of all relevant legislation and legislative developments
- How legislative changes are communicated internally
- How legal requirements are complied with
- How a regular review is made to evaluate legal compliance

The facility will keep records of the legal compliance review

AUDIT CHECKLIST	GUIDANCE
1) Does the facility have a procedure related to legal requirements governing pellet containment that includes:	
<ul style="list-style-type: none"> <li>■ How the facility stays abreast of all relevant legislation and legislative developments?</li> </ul>	The auditor will look for documentary evidence in the form of an up-to-date register of relevant legislation. If (a) person(s) is (are) formally designated, this responsibility should be clearly described in a job description. If an external source is used, there should be clear evidence of a contract, exchange of letters or some other form of written understanding, specifying the service to be provided, when and to whom within the Facility
<ul style="list-style-type: none"> <li>■ How legislative changes are communicated internally?</li> </ul>	The auditor will ask the facility for examples of changes in legislation which happened during recent years if a new audit, and the last 3 years if a re-assessment, and check how the facility implemented them. The auditor will look for documentary evidence of implemented changes. The auditor will look also for communication/information to (relevant) employees.
<ul style="list-style-type: none"> <li>■ How legal requirements are complied with?</li> </ul>	The auditor will look for evaluation documents and follow up of identified actions if any.
<ul style="list-style-type: none"> <li>■ How a regular review is made to evaluate legal compliance ?</li> </ul>	The auditor will ask the facility about records of the legal compliance review.

### SPECIFIC REQUIREMENTS

None

## 6. ENCOURAGE PARTNERS TO PURSUE THE SAME OBJECTIVES

### CORE REQUIREMENT (MANDATORY)

The facility\* shall inform and promote the Operation Clean Sweep programme with its business partners throughout the value chain (e.g., raw material and service suppliers, customers) in order to encourage them to pursue the same objectives on pellet loss prevention.

#### OCS Europe Certification Monitoring measurement, analysis and evaluation (internal to companies)

- % of relevant pellet handling business partners with whom the facility has promoted pellet loss awareness and the Operation Clean Sweep programme. This may also include % of contract(s) where there is an Operation Clean Sweep clause with the relevant pellet handling suppliers.

### AUDIT CHECKLIST

### GUIDANCE

1) Does the facility inform and promote the Operation Clean Sweep programme with its business partners (e.g. service providers, transport, suppliers, customers, recyclers) the Operation Clean Sweep programme to encourage them to pursue the same objectives on pellet loss prevention?

The auditor will look for documentary evidence of this communication.

2) Does the facility have an internal KPI on:

- % of relevant pellet handling business partners with whom the facility has promoted pellet loss awareness and the Operation Clean Sweep programme?

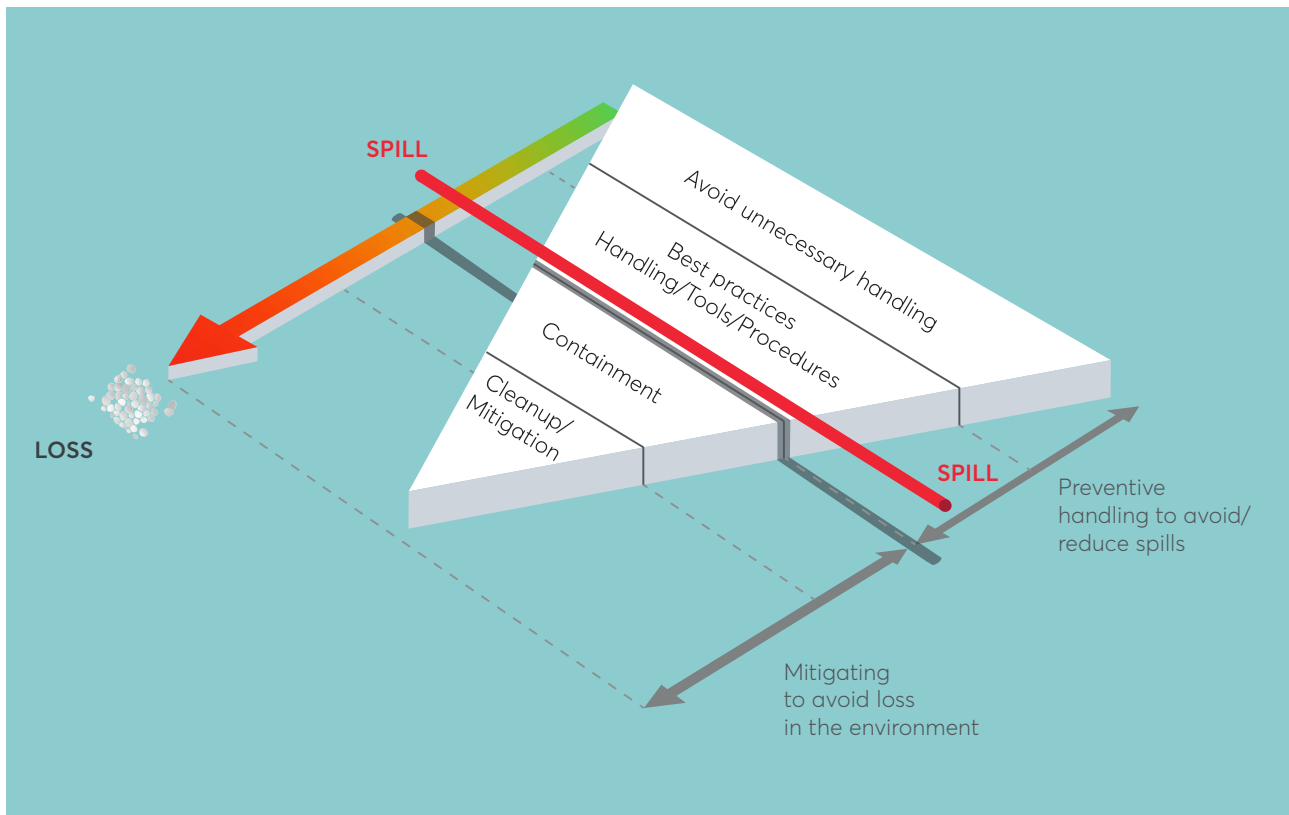
The auditor will look for documentary evidence.

### SPECIFIC REQUIREMENTS

None

# Annex

## OCS EUROPE PELLET LOSS HIERARCHY – LAYERS OF PROTECTION



# Definitions

LIST OF CONCEPTS	DEFINITION
Clean-up	Recovering pellets that have been spilled. Recovering pellets from historical pollution is covered through remediation.
Compliance obligations	Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with (Source: EN ISO 14001:2015)
Conformity	Fulfilment of a requirement (Source: EN ISO 14001:2015)
Containment	Retainment of spilled pellets to make sure they do not become a loss to the environment
Continual improvement	Recurring activity to enhance performance (Source: EN ISO 14001:2015)
Good housekeeping	<p>The primary element of good housekeeping is to ensure spills are prevented as the first layer of protection in the pellet loss hierarchy. This may include promotion of exemplary behaviours on pellet handling and ensuring best practices to prevent spills. The facility shall have instructions ensuring that in case of a spill incident, loose pellets are collected in the shortest possible timeframe and in case of leaks, loose pellets are collected routinely in order to avoid pellets getting lost to the environment.</p> <p>Special attention should thereby be given to minimize loose pellets in areas where there is a high likelihood of loss to the environment, e.g.:</p> <ul style="list-style-type: none"> <li>■ nearby sewers and drains that do not have any pellet collection facilities or that are not connected to the manufacturing facility's Waste Water Treatment Plant,</li> <li>■ in areas with high traffic (e.g. near gates),</li> <li>■ in areas close to the fence line,</li> <li>■ nearby graveled or non-paved areas,</li> <li>■ in areas where loose pellets may be picked up by the wind or water (rain) and transported outside,</li> <li>■ ...</li> </ul> <p>Incidents should be timely reported to allow for rapid and effective clean-up and housekeeping of spilled pellets. Frequency of housekeeping rounds should be assessed based on the exposure to lose pellets as well as on the risk of pellet loss.</p> <p>Housekeeping standards should be checked frequently to ensure that standards are correctly maintained.</p>
Hierarchy of measures	System implementing procedures in the order of priority of spill prevention, containment, then clean-up, with a goal to prevent pellet loss to the environment.
Incident	An unusual or unexpected event which either resulted in or had the reasonable potential to result in an environmental impact. It can also be detection of spills from chronicles spill and losses that had escaped to attention before.
Loss	One-off or prolonged release of pellets OUTSIDE the operating boundary into the environment (e.g. water, soil...) and which are not recovered
Leak	Escape of pellets from a process or system occurring over a prolonged period of time which needs mitigating action to prevent. The term leak can be considered as a spill.
Management system	Set of interrelated or interacting elements of an organization to establish policies and objectives and processes to achieve those objectives (Source: EN ISO 20257-1:2020)
Near-miss	<p>Incident where an unplanned event does not lead to a loss of pellets to the environment, but has the potential to do so</p> <p><b>NOTE:</b> An example of a near-miss is where a spill occurred (or almost occurs) that almost leads to a loss to the environment due to failures of one or more processes or containment measures.</p>

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LIST OF CONCEPTS	DEFINITION
Non-conformity	Non-fulfillment of a Core requirements or a mandatory specific requirements
Core Requirements	Requirements of the OCS Europe Certification Scheme common to the entire plastics value chain
Specific Requirements	Requirements of the OCS Europe Certification Scheme specific to one part of the plastics value chain
Performance	Measurable result (Source: BS EN ISO 14001:2015)
Performance objective	Indicative level for the desired performance (Source: ISO 14224:2016)
Physical boundaries	Limit point of where land owned or controlled by the person/organization is legally recognized, including the point at which surface water drains and sewers discharge into the public sewer or controlled waters.
Plastics pellets	<p>Mass of preformed moulding material, having relatively uniform dimensions, used as feedstock in plastic product manufacturing operations. (Source : EN ISO 472 :2013+A1 :2018 (modified))</p> <p><b>NOTE 1:</b> throughout this document plastic pellets, powders, flakes and dust, including recycled material, are referred to as "pellets"</p> <p>a) Plastic powder: fine particulate matter that serves as a feedstock in plastic product manufacturing operations.</p> <p>b) Plastic flake: small flat shaped matter with regular or irregular form that serves as feedstock in plastic product manufacturing operations or plastic that has been shredded. Plastic flake can be manufactured or generated through the agglomeration of plastic dust or powder when plastics are processed.</p> <p>c) Plastic dust: fine particulate matter with irregular form and size, produced when plastics are manufactured, handled, conveyed, machined or processed.</p> <p><b>NOTE 2:</b> Pellets are produced in many colours. Plastic pellets are also known as "granules" or "nurdles" and are normally spherical or lenticular in shape.</p> <p><b>NOTE 3:</b> In some countries, plastic can also be termed "resin".</p>
Plastic value-chain	All companies handling plastics pellets, including pellet manufacturers, transporters, logistic providers, distributors, tank cleaning stations, converters, good producers, recyclers, etc.
Prevention	Avoidance of spills or leaks
Preventive barrier/measure	Either a physical barrier or a procedure that prevents a spill to occur.
Mitigating barrier/measure	Either a physical barrier or a procedure that prevents a spill to result in a loss to the environment.
Spill	One-off or prolonged release of pellets that when effectively contained do not result in a loss to the environment.
Facility	Facility means one or more pellet production and/or handling units within the same physical boundary (see definition above) that are operated or controlled by the same natural or legal person/organization.