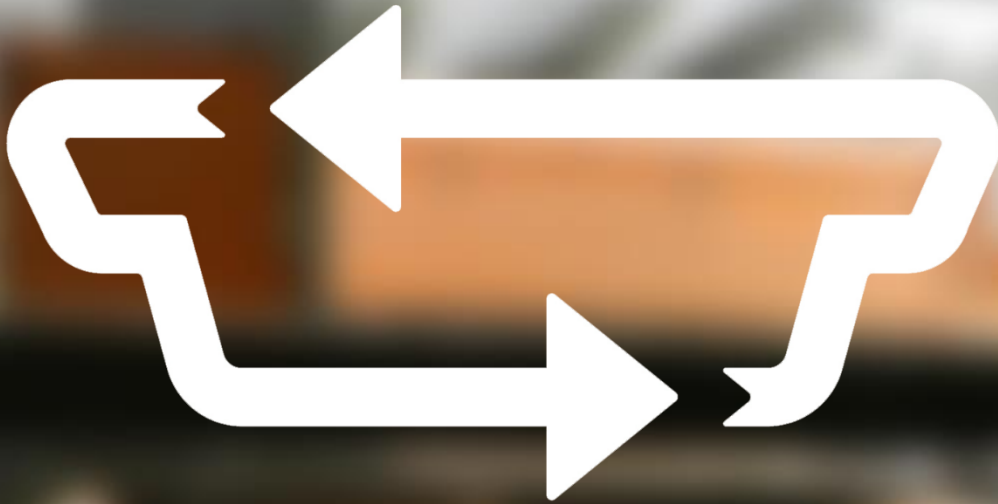


RETRAY



RETRAY APPROVAL PROCEDURE

DECEMBER 2023

WASTE RECOVERY COMPANIES



ECOSENSE FOUNDATION

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Foundation of State Competition by the Spanish Ministerial Order of 02/21/2017; registration number 1871. Recognized the general interest of its purposes. Acceptance of the Spanish Law 49/2002 on the tax regime of non-profit entities.

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INTRODUCTION

The ECOSENSE FOUNDATION (henceforth, the **Foundation**) is a non-profit organization that promotes the use and recycling of thermoformed PET food packaging in line with the commitment to environmental care and initiatives related to circular economy policies.



RETRAY IS A CERTIFICATION SCHEME OF THE ECOSENSE FOUNDATION TO CONSOLIDATE A CIRCULAR ECONOMY MODEL IN THE VALUE CHAIN OF THERMOFORMED PET PACKAGING BY MEANS OF THE QUANTIFICATION OF RECYCLED MATERIAL CONTENT AND THE VERIFICATION OF ITS RECYCLABILITY.

This certification recognizes and disseminates the work of those companies that introduce, as a secondary raw material in their production processes of manufacture or use of sheet and/or thermoforming, both monolayer and multilayer, colourless transparent recycled PET from recycling processes in the tray-to-tray circuit approved by the Foundation, along with recycled PET from other sources.

RETRAY has two aspects: as a **process certification (RETRAY Process)** and as a **product certification (RETRAY product)** and, therefore, the same company can obtain more than one certificate, depending on the number of facilities and products it wants to certify. Specifically:

1. The **RETRAY Process** is given to the manufacturing processes of: sheet, sheet + thermoformed body, thermoformed body or packaging.
2. The **RETRAY Product** certification is granted to specific products made of PET sheet, rigid thermoformed bodies (base, lid) or packaging manufactured in the facilities that have the previously detailed processes already certified.

The **objectives** of the RETRAY Process and RETRAY Product certifications are:

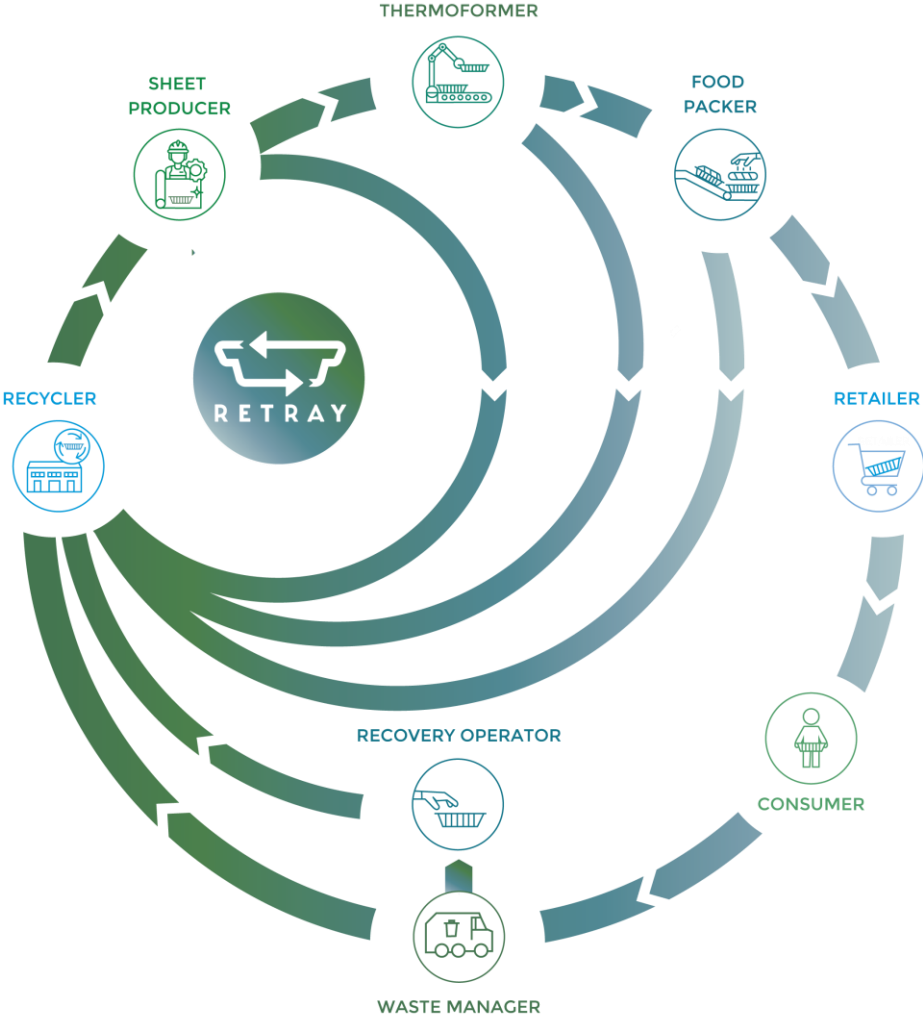
1. Increase the transparency of the PET sheet and PET thermoformed packaging industry by ensuring traceability in the reincorporation of waste generated throughout the entire value chain, from its manufacture (pre-consumer waste) to its use by end consumers (post-consumer waste).
2. Value the environmental performance of companies that ensure the recyclability of their products through eco-design and incorporating recycled raw materials from the tray-to-tray circuit into their production chain, along with recycled PET from other sources.

3. Contribute to the objectives established in the European legislative framework on packaging and plastic packaging waste and its transposition in the different member countries, especially with regard to the promotion of a circular economy for plastics, the prevention of waste generation and the efficient management of waste..
4. Close the economic flow by maintaining the material value of PET sheets and packaging, by reintroducing them into the production circuit as secondary raw materials, and by reducing the use of raw materials from non-renewable resources.
5. Provide a label that allows both consumers and agents throughout the value chain to identify those suppliers that meet the certification requirements in their processes and products.

The **recyclers of sheets and thermoformed PET containers** who want to participate in the RETRAY certification scheme by recycling both pre-consumer waste from companies in the value chain of their manufacture and use, as well as post-consumer waste, from the selective collection of municipal waste, **must be approved by the Foundation based on the provisions of the RETRAY Approval Procedure for recyclers.**

PET trays recovery companies who want to participate in the RETRAY certification scheme by selecting post-consumer waste for subsequent shipment to approved PET tray recyclers, as described in the previous paragraph, **must be approved by the Foundation complying with the requirements established in this document.**

Waste management companies of thermoformed PET packaging, both of pre-consumer and post-consumer origin, who want to participate in the RETRAY certification scheme by collecting, separating (if applicable) and transporting this waste for shipment to PET thermoforms packaging recyclers approved for the scheme, **must be also approved by the Foundation in compliance with the provisions of the RETRAY Approval Procedure for waste management companies.**



1. PURPOSE

The goal of this procedure is to establish the necessary requirements which Approved Waste Recovery companies must fulfil in order to participate in the RETRAY certification process established by the Foundation.

The compliance with such requirements by the Recovery company will enable the Foundation to grant it usage rights for the RETRAY label as an “Approved Recovery Company”.

2. APPROVAL PROCESS

Compliance with the requirements set out in section 6 of this procedure will allow the recycler to obtain approval from the Foundation to participate in the RETRAY certification scheme established as described in the introductory paragraph.

Approval shall be obtained after gaining a favorable report issued by a Certification Body accredited for the ISO/IEC 17065 standard within the scope of the RETRAY scheme by an Accreditation Body that is a member of EA (European Cooperation for Accreditation) or (International Accreditation Forum), which has signed mutual recognition agreements. Once the Certification Body has issued the positive report, the Foundation will register the company as Approved Recovery company for the RETRAY certification scheme and will proceed to its publication in the list of companies available in its [website](#).

Any waste recovery company with facilities inside or outside the European Union (EU) will be able to access the approval process. In the case of companies with facilities located outside the EU, the equivalent current legislation will apply, as determined by the Certification Body, existing in the country where the facility of the recovery company to be approved is located.

To initiate the approval process, the waste recovery company shall notify the Foundation of its **interest in starting the approval process by filling in and signing the application** included in **Annex 1** (Application form for the approval of PET trays recovery companies for the RETRAY certification scheme).

Once the Certification Body has audited the company and issued the positive report, it will provide a copy of the report to the waste recovery company and to the Foundation. Once the document has been verified and the additional checks that it deems appropriate have been carried out, the Foundation will register the company as an **Approved Recovery Company for the RETRAY certification, will proceed to its publication in the companies list available in its website and authorize the brand use** by the interested party, coming of applicable rules established on the **Regulation of the Use of the REATRY label**.

This document will serve as a reference for the establishment of the requirements to be met by the waste recovery company for its approval and that must be verified by the Certification Body.

3. RENEWAL OF THE APPROVAL

The renewal of the approval will be on an **annual** basis after verification by the Certification Body of the continuity of compliance with the requirements set out in section 6 for its maintenance in force.

4. PLANNING OF THE AUDIT

The audit shall be scheduled and documented in a plan that shall be sent by the Certification Body to the company prior to the date agreed for conducting the first approval or, if applicable, prior to the expiring date for its renewal.

5. REALIZACIÓN DE LA AUDITORÍA

The Certification Body shall conduct the audit by taking as the basis any requirements established in this procedure. To do this it shall undertake all investigations and exams it deems necessary on the documentation, provided prior to the day of the audit, by the recovery company. **These will take place remotely** and those representatives that the recovery company deems necessary for a correct dialogue and attention to the information demands of the auditor must be present during the connection.

Once the audit has been conducted, the Certification Body shall provide the company with a report containing the results obtained. In case of any non-compliance, the recovery company must necessarily correct them, within a maximum period of one month, so that the Certification Body can verify it and issue the corresponding favourable report.

6. REQUIREMENTS

The recovery company must comply with all the requirements set out in the three points of this section. Any requirement that is not comply, or that is in the process of being complied, will be categorized as non-compliance.

6.1. Input

The recovery company must provide a **statement of the total annual amount of material acquired in its facilities**, as well as the necessary documentary evidence of its origin so that the Certification Body can **verify that it comes from the municipal selective collection of waste**. The amounts will refer to the **last closed calendar year**.

To do this, from the monthly waste input records that the recovery company has, **12 delivery notes of random dates will be requested** to verify this fact. In the event that

material entries have not been produced every month, at least 1 delivery note will be requested for each month in which they have been produced.

6.2. Output

The recovery company will be able to access its first approval once it has made at least 3 shipments of material to approved recyclers. Both for this case, and for the annual renewal of the approval, the recovery company must:

1. Provide a **statement of the total annual amount of material shipped from its facilities to recyclers approved by the Foundation**. The amounts will refer to the **last closed calendar year**.

To do this, based on the monthly records of bales from PET trays that the recovery company owns, **all the delivery notes will be requested** to verify this fact. This information will be contrasted with the data provided by the approved recyclers to verify compliance.

In the case of **annual** renewals, the total annual quantity of material sent to approved recyclers must be at least **240 tons**, which would be equivalent to the shipment of a **20 tons per month**.

The **criterion** for considering that the information provided by the recovery company is satisfactorily verified with the corresponding approved recycler will be that the **amounts provided by both entities do not differ from each other by more than 5% by weight**.

2. **Comply with the technical specifications for bales quality** of the recovered trays established by the Foundation that are included in **Annex 2**. To confirm this fact, the recovery company must provide with a signed statement by the approved recyclers who have received the bales over the last year.

6.3. Environment and quality management

The recovery company must have a valid **EuCertPlast certificate** or, alternatively, have a **quality and/or environmental management system in place in accordance with the ISO 9000 or ISO 14000 series of Standards**.

ANNEX 1. Application form for the approval of PET trays recovery companies for the RETRAY certification scheme

1.	Data of the company who applies for approval
	Business name
	VAT number
	Complete address of the facilities to be approved
2.	Type of main production process of the facilities to be approved (mark with an X)
	PET bottle recycling
	Municipal waste recycling (recovery and sorting of materials)
	Others (specify):
3.	Type of in-put to the facilities (mark with an X)
	PET bales
	Municipal waste coming from selective collection
	Others (specify):
4.	Amount of PET trays sorted (tons/year)
5.	Has the facility to be approved any of the following management or certification systems in place? (mark with an X)
	ISO 9000
	ISO 14000
	EuCertPlast
	Others (specify):

With this form, the Plastic Sense Foundation is requested to start the approval process and declares that it has received the information regarding the budget and draft agreement to be signed for its formalization. The approval audit will be carried out once the agreement has been signed by both parties.

Signature:

Name and surname:

Position:

ANNEX 2. Technical Specifications for bales of thermoformed PET container waste that has been recovered in light packaging sorting plants and/or in PET bottle recycling facilities

MATERIAL ACCEPTED (Purity)	Limit by type of container*
Monolayer and multilayer thermoformed PET	≥ 85%
Monolayer thermoformed PET	No specific limit
Multilayer thermoformed PET	No specific limit
PET bottle	≤ 15%

TOTAL COMBINED ACCEPTABLE MATERIAL	≥ 95%
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MATERIAL NOT ACCEPTED (Impurities)	Limit by type of contaminant*
Colour thermoformed PET	< 1%
White thermoformed PET	< 0,5%
Colour PET Bottle	< 1%
White PET bottle	< 0,5%
Film	<2%
Textile Polyester	<1%
PVC	<0,1%
Aluminium	<0,5%
Other impurities	<0,5%

MATERIAL NOT ACCEPTED – TOTAL AMOUNT	≤ 5%
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* Percentages referred to the bale weight

Bale delivery conditions	
Bale dimensions	Width, height and length = 0,80 m to 1,20 m
Minimum weight of bales	300 kg
Type of bale strapping	Wire is preferred
Minimum truck load	20 tons



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