

# RecyClass

## RECYCLASS RECOGNISED TESTING FACILITIES

### QUALITY MANAGEMENT & PROCEDURES

#### TESTING EVALUATION PROTOCOLS

## CONTENT

CONTENT .....	2
1. INTRODUCTION .....	4
2. PROTOCOLS DEVELOPMENT & MAINTENANCE .....	4
3. USE OF OFFICIAL DOCUMENTATION .....	5
4. TESTING FACILITIES.....	5
4.1 Recognition of Testing Facilities: Procedure .....	5
4.2 Testing Facilities Application Requirements .....	6
4.2.1 Testing Facilities Minimal Requirements.....	6
4.2.2 Testing Facilities Operational Requirements & Responsibilities .....	7
4.2.3 Testing Facilities Technical Requirements .....	7
4.2.4 Testing Facilities Impartiality .....	8
4.2.5 Recognition Monitoring .....	8
4.3 Breach of the Cooperation Agreement and Removal of Testing Facilities .....	8
4.4 Free Competition Among Testing Facilities .....	8
5. DATA CONFIDENTIALITY .....	9
DOCUMENT VERSION HISTORY .....	9

# RecyClass

## DISCLAIMER

RecyClass is an initiative aiming at enhancing and evaluating the recyclability of plastic packaging through a technical perspective. The Plastics Testing Evaluation Protocols will promote sortability and recyclability by encouraging industry to test new plastic technologies, materials or product before market launch and giving advice and recommendations to the companies.

The Testing Evaluation Protocols are available for download in the RecyClass website. Companies providing plastic packaging concepts are encouraged to use them to self-assess the impact of their solutions on sortability and recyclability highlighting potential issues. **However, compliance to an Testing Evaluation Protocol and Design for Recycling guidelines is not a replacement for an official assessment and may not be used as a marketing tool.**

All tests must follow the Testing Evaluation Protocols recommended by the RecyClass Technical Committees and Task Forces, and must be conducted by an independent Testing Facility approved by RecyClass which has no legal affiliation to the applicant.

More information is reported in the RecyClass Internal Procedures available in the [RecyClass website](#).

# RecyClass

## 1. INTRODUCTION

This document lays out requirements, qualifications, and conditions for Recognised Testing Facilities to conduct the Testing Evaluation Protocols developed by RecyClass Technical Committees and Task Forces.

RecyClass Testing Evaluation Protocols offer reliable assessments of the sorting behaviour, or the recyclability of a plastic packaging design based on the “RecyClass Recyclability Methodology”<sup>1</sup> and on the “Technology & Product Approval Process – Procedures and Quality Management”<sup>2</sup>. The overall goal is to maintain the protection of packaged goods and their marketing display functions without obstructing the proper functioning of both the sorting and recycling processes.

This document provides guidance to ensure that Recognised Testing Facilities perform RecyClass Testing Evaluation Protocols in a consistent, reproducible and independent manner ensuring the integrity of the RecyClass Approval processes and lab results judgement.

## 2. PROTOCOLS DEVELOPMENT & MAINTENANCE

RecyClass Testing Evaluation Protocols (i.e., RecyClass Recyclability Evaluation Protocols and Sorting Evaluation Protocol) are owned, managed, and developed by RecyClass who ensures adequate documentation for the maintenance and improvement of the protocols.

RecyClass experts regularly review all available documentation including the protocols, Testing Facility report templates, and quality management systems and procedures according to recent developments in the recycling industry and the results of Testing Facility testing. Any changes and updates are implemented by the RecyClass Technical Committees and/or Task Forces and approved by the RecyClass Steering Board which are all composed by players representing the entire plastic value chain (raw producers, converters, brand owners, recyclers...) as laid out in the document “RecyClass Internal Procedures”. New updates are communicated to all Recognised Testing Facilities via their main contact.

A non-exhaustive list of cases where changes to protocols documentation might be found below:

- Changes to relevant European sorting and recycling practices under the focus and scope of the protocols. Updates will need to be reflected into the Testing Facility documentation.
- Changes in the focus or/and scope of the RecyClass protocols by the RecyClass Steering Board.
- Repeated feedback from the Testing Facilities following their experience during the testing and completion of the lab report. Frequent valuable comments will be taken into the Technical Committees and Task Forces for consideration to improve the protocols documentation.
- Stakeholders’ feedback and proposals from RecyClass members and supporters. If valuable and relevant to the protocols focus and scope, will be submitted to the Technical Committees and Task Forces for consideration.

RecyClass considers and records all proposals to the Testing Evaluation Protocols and assesses their suitability within the testing scope. Suitable feedback is included in the respective documentation during the review. Reviewed

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<sup>1</sup> *RecyClass Recyclability Methodology*

<sup>2</sup> *Technology & Product Approval – Procedures and Quality Management*

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documents are consulted with Recognised Testing Facilities and members to ensure the suitability and fitness of the added requirements or procedures. The RecyClass SB approves the final version of the documents for publication.

## 3. USE OF OFFICIAL DOCUMENTATION

RecyClass Testing Evaluation Protocols are published in English on the RecyClass website. Recognised Testing Facilities must use the latest and official RecyClass document to conduct the protocols and to deliver the report to the applicant in English.

The report might be amended by both the applicant and RecyClass in case of necessity and to bring clarity in the results. Additional tests might be added as well if required by the RecyClass Technical Committees and/or Task Forces.

Each report includes specific information and pictures related to a packaging's design and its innovation. Control material, process conditions and results are detailed. Observations and pictures should be included as well to illustrate the tests. Additionally, the reports should follow the steps' order of the testing protocols to ensure clarity and facilitate the review by RecyClass.

## 4. TESTING FACILITIES

RecyClass Testing Evaluation Protocols are performed by Recognised Testing Facilities duly represented by a recognised representative who operates according to the procedures and the requirements described in this document, as well as to the terms of the Cooperation Agreement.

Communication between Testing Facilities and RecyClass must be kept at a regular basis. Testing Facilities must communicate to RecyClass any new applications for the protocols and status of ongoing applications. For the Recyclability Evaluation Protocols, RecyClass Team in accordance with the Technical Committee representatives will guide the laboratories and the applicants in defining the control sample and the testing conditions through a **Letter of Agreement** communicated to the Applicant after decision of the representatives. Testing according to the Recyclability Evaluation Protocols cannot start without a **Letter of Agreement** delivered by RecyClass Team.

RecyClass Team provides to the Testing Facilities a dedicated online platform, where the Testing Facilities can track all applications, provide testing status, and deliver final reports. RecyClass Team uses the platform as well to update the Testing Facilities on the latest developments, documents, and protocol versions.

RecyClass Team organises workshops to align views among the Testing Facilities and communicate new developments on the protocols.

RecyClass Team is authorized to follow Testing Evaluation Protocols in the Recognised Testing Facilities after informing the Recognised Testing Facility minimum 2 weeks in advance.

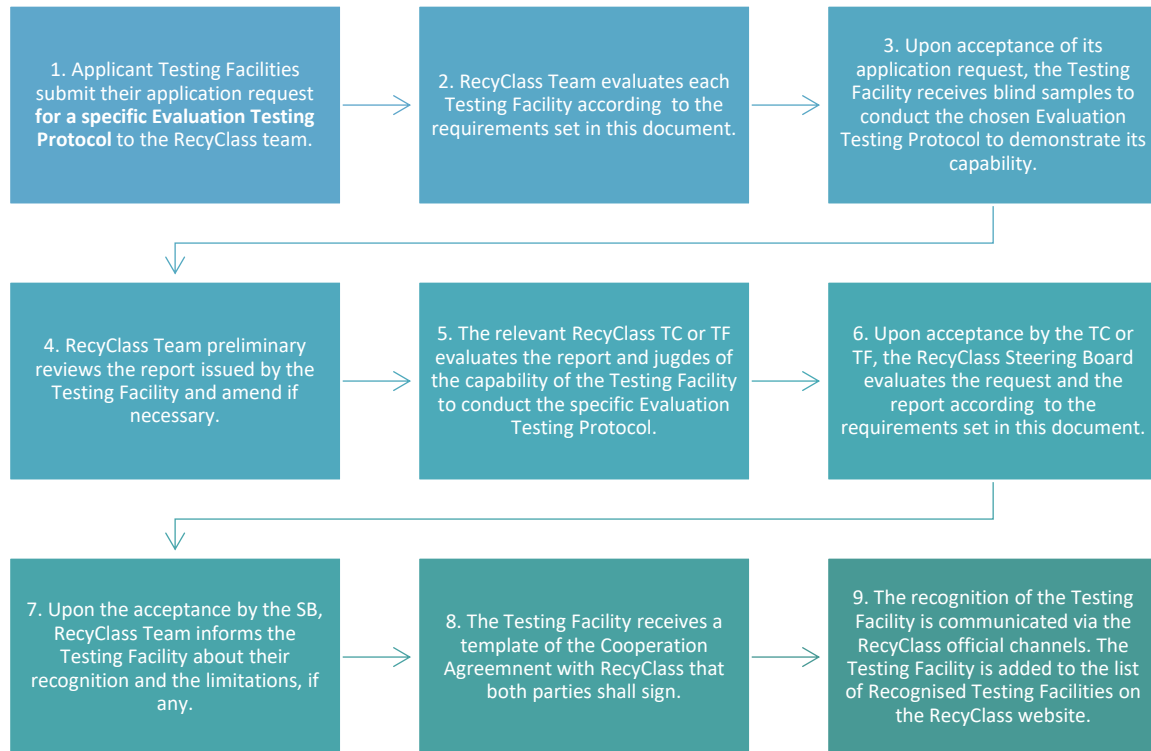
### 4.1 RECOGNITION OF TESTING FACILITIES: PROCEDURE

RecyClass defined a standard procedure to recognize Testing Facilities, ensuring transparency and equality between all Testing Facilities. The procedure aims as well to guarantee repeatable testing results in each Testing Facility, certifying that the choice of the Testing Facility will not affect the final decision of the RecyClass Technical Committees regarding the packaging recyclability.

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The figure below illustrates the recognition procedure for Testing Facilities applying to RecyClass.

Figure 1: Procedure of Testing Facilities recognition



Any change within the Testing Facility that would lead to non-compliance with the Cooperation Agreement and/or the requirements set forth in this document must be communicated to the RecyClass SB who will reevaluate the recognition of the Testing Facility with the application requirements.

The Testing Evaluation Protocol that should be conducted by the Testing Facility to demonstrate its ability and to get Recognised is carried out at the expense of the Testing Facility.

An up-to-date list of all Testing Facilities Recognised to perform RecyClass Testing Evaluation Protocols will be available on the website.

## 4.2 TESTING FACILITIES APPLICATION REQUIREMENTS

### 4.2.1 TESTING FACILITIES MINIMAL REQUIREMENTS

Testing Facilities must comply with the following requirements after applying to become a Recognised Testing Facility:

- Testing Facilities must be legal entities or defined as part of a legal entity.
- Testing Facilities must be competent organisations with demonstrated references in the field of plastic packaging and recyclability as well as plastic processing and analyses.
- Testing Facilities must be certified ISO 9001, and preferably ISO 17065.
- Testing Facilities must have mechanisms in place to ensure impartiality of the organisation during the performance of their activities.

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- Testing Facilities must have financial stability and must dispose of insurance or reserves to cover any liabilities arising from its operations.

## 4.2.2 TESTING FACILITIES OPERATIONAL REQUIREMENTS & RESPONSABILITIES

- Testing Facilities must have a quality management system in place which ensures compliance with the requirements laid down in this document. Procedures to identify and manage any non-conformities detected must be included along with a procedure to implement corrective actions.
- Testing Facilities are responsible for the competence and performance of their operators. Testing Facilities must have in place mechanisms to ensure competence of all operators.
- Testing Facilities should attend the RecyClass Workshop organised annually where any new requirements or recent developments related to the protocols are discussed.
- Testing Facilities procedures and operations must be non-discriminatory, and applicants should not be refused for any reason which is not detailed in this document or in the document “Technology & Product Approval Process – Procedures and Quality Management”<sup>3</sup>.
- Testing Facilities must ensure protocols are conducted using the latest and official version of the RecyClass Testing Evaluation Protocols and refer to the corresponding version in the report.
- Testing Facilities must appoint a lead operator who will act as a contact person between RecyClass and the Testing Facilities ensuring a smooth communication between both organisations related to quality management, new applications, and applicants.
- Testing Facilities shall accompany companies during the approval process with RecyClass (e.g., participation to the RecyClass meetings, support in understanding the lab results).

## 4.2.3 TESTING FACILITIES TECHNICAL REQUIREMENTS

To ensure a uniformly high standard of RecyClass protocols, Testing Facilities must meet the following requirements listed below.

- Technical knowledge about chemistry and physical properties of polymers.
- Technical knowledge about plastic packaging construction.
- Good understanding of the functioning of plastic recycling processes relevant to the RecyClass Testing Evaluation Protocols.
- Above-average knowledge of the main technical challenges for plastics recycling.
- Demonstrated competence by submitting proper documentation (e.g., CV, copies of certificates of all relevant academic and professional qualifications, work experience and experience as an expert, references, reports, training).
- Demonstration of sufficient practical experience in the field of activity and the scope of expertise.
- Testing Facilities must be provided and have access to all the necessary equipment to run the entire Protocol and strictly follow the Testing Evaluation Protocols, for which the Testing Facility is applying (e.g., tests standards required, adequate lab equipment to cover all steps of the protocol(s), repeatable testing conditions, stockage area for samples).

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<sup>3</sup> *Technology & Product Approval – Procedures and Quality Management*

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- Testing Facilities must be able to ensure all protocols will not be bound by any instructions but independent work.
- Testing Facilities must share all necessary information to ensure the complete and correct interpretation of the results.

## 4.2.4 TESTING FACILITIES IMPARTIALITY

Testing Facilities must be independent and impartial organisations, with no conflict of interest with the applicant of a RecyClass protocol.

Testing Facilities must have mechanisms in place to identify and eliminate or minimise any risks to impartiality. Any risks must be communicated to RecyClass who will determine if the measures implemented are sufficient enough to continue operating as a Recognised Testing Facilities.

Where the Testing Facility is a part of a legal entity, it must ensure that separate activities do not compromise the independence of the protocols.

## 4.2.5 RECOGNITION MONITORING

Every 2 years Recognised Testing Facility will need to perform the full Testing Evaluation Protocol while being audited by RecyClass to ensure about the reliability and alignment between all the Recognised Testing Facilities. This testing is mandatory to carry on the recognition of the Testing Facilities. Laboratories recognised for multiple Recyclability Evaluation Protocols will need to run only one sample for containers and films respectively. As referred in the section 4, RecyClass team needs to inform the Recognised Testing Facility minimum 2 weeks in advance before this audit. This Audit will evaluate the following topics:

- Respect of the procedures
- Management of the application
- Cleanliness and reliability of equipment
- Cleanliness and organisation of the working space
- Safety
- Laboratory report quality

The result of the audit will not be dependent on the result of the testing performed. RecyClass will contact the Testing Facility within 2 weeks after the Audit to present the outcomes of the Audit and deliver the extension of the recognition for 2 years in case of positive assessment.

## 4.3 BREACH OF THE COOPERATION AGREEMENT AND REMOVAL OF TESTING FACILITIES

Any non-conformities or non-compliant behaviour of the Testing Facility will be communicated to RecyClass immediately who will seek remedy for a period of 3 months.

If unsuccessful, RecyClass will present a dossier of non-conformities to the Steering Board who will assess and evaluate the Testing Facility in a one-to-one basis. RecyClass reserves the right to remove the recognition to a Testing Facility or to terminate the Cooperation Agreement altogether between a Testing Facility and RecyClass upon the outcome of the Testing Facility evaluation. The Testing Facility will dispose of 60 days in order to appeal to the Steering Board on the SB decision.

## 4.4 FREE COMPETITION AMONG TESTING FACILITIES



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Companies who apply to a RecyClass Testing Evaluation Protocol may freely contract any Testing Facility listed on the RecyClass website. Applicants may also choose to change from one Testing Facility to another to perform a new protocol.

## 5. DATA CONFIDENTIALITY

Recognised Testing Facilities must sign a Non-Disclosure Agreement with RecyClass to protect confidential information of innovative packaging design tested according to the Testing Evaluation Protocols. RecyClass provides to the Testing Facilities the NDA template to consider.

## DOCUMENT VERSION HISTORY

VERSION	PUBLICATION DATE	REVISION NOTES
1.0	September 2021	Release of the first version of the Accredited Laboratories – Quality Management & Procedures
1.1	May 2022	Recognised replaces Accredited Document extended to all Testing Facilities (sorting lines + laboratories) Addition of the Letter of Agreement Addition of the Recognition Monitoring section

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