Plastic Project Description Template

This template is for the design of projects using the Plastic Waste Reduction Program (Plastic Program).

Instructions for Completing the Project Description

**Title Page:** Complete all items in the box on the title page using Arial or Century Gothic 10.5 point, black, regular (non-italic) font. This box must appear on the title page of the final document. Project descriptions may also feature the project title and preparers’ name, logo and contact information more prominently on the title page, using the format below (Arial or Century Gothic 24 point and Arial or Century Gothic 12 point, black, regular font).

**Project Description:** Instructions for completing the project description template are under the section headings in this template. Adhere to all instructions, as set out in the *Plastic Standard*. Instructions relate back to the rules and requirements set out in the *Plastic Standard* and accompanying Plastic Program documents. Gold text at the end of section headings references the specific sections of the *Plastic Standard* and must not be removed from the document. The preparer will need to refer to these documents in order to complete the template.

As in the rest of the Plastic Program, throughout this document, the term “plastic waste” should be interpreted to include the materials, including composite materials, listed in Section 2.1.1 of the *Plastic Standard*.

*Note – The instructions in this template are to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer must provide under each section of the template.*

Unless applying a merited deviation from the structure of this template, please complete all sections using Arial or Franklin Gothic Book 10.5 point, black, regular (non-italic) font. Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not only write “not applicable”). Submit the project description as a non-editable PDF.

Delete all instructions, including this introductory text, from the final document.

*Note – For projects that intend to use the* Plastic Standard *solely for accounting purposes, and not to issue waste collection and recycling credits, the following sections are not required: 1.7, 1.8 and 3.6.*



Project Title

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

|  |  |
| --- | --- |
| **Project Title**  | *Name of project*  |
| **Project ID** | *Verra Registry project ID, where known* |
| **Version** | *Version number of this document* |
| **Date of Issue** | *DD-MM-YYYY this version of the document issued* |
| **Project Location** | *Country, sub-national jurisdiction(s)* |
| **Prepared By** | *Individual or entity that prepared this document* |
| **Contact** | *Contact name, physical address, telephone, email, website* |
| **VVB Contact** | *Where known, include organization and contact name with email address and phone number* |

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# Project Details

## Summary Description of the Project

Provide a brief summary description of the project to enable an understanding of the nature of the project and its implementation, including the following (no more than one page):

* A summary description of how the project is expected to collect and/or recycle plastic waste, including the activities undertaken by the project to collect and/or recycle plastic waste.
* The location of the project.
* A brief description of the scenario existing prior to the implementation of the project.
* If the project intends on issuing Plastic Credits, a brief demonstration that the project needs support from credit finance.
* An estimate of annual average and total amount (in metric tonnes) of collected and/or recycled plastic waste.

## Project Type and Eligibility (2.1)

Describe and justify how the project is eligible under the scope of the Plastic Program, including the following information:

* Material type(s) managed by the project.
* Whether the project is a collection and/or recycling project.
* Activity type(s) in the project.
* Demonstration that the project has not generated plastic waste primarily for the purpose of its subsequent collection and/or recycling.

## Project Configuration (3.3)

Indicate whether the project has been designed to include a single installation of one or more project activities, multiple project activity instances of one or more project activities, or as a grouped project.

### Eligibility Criteria (grouped projects only) (3.3.13)

For grouped projects, provide additional information relevant to the design of the grouped project, including the eligibility criteria for the inclusion of new project activity instances.

## Project Proponent

Provide contact information for the project proponent(s). Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Organization name** |  |
| **Contact person** |  |
| **Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

## Other Entities Involved in the Project

Provide contact information and roles/responsibilities for any other entities involved in the development of the project. Copy and paste the table as needed.

|  |  |
| --- | --- |
| **Organization name** |  |
| **Role in the project** |  |
| **Contact person** |  |
| **Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

## Ownership (3.4)

Provide evidence of project ownership, in accordance with the Plastic Program specifications on project ownership.

## Project Start Date (3.5)

Indicate and provide justification for the project start date, specifying the day, month and year.

## Project Crediting Period (3.6)

Indicate the project crediting period, specifying the day, month and year for the start and end dates and the total number of years.

## Estimated Collected and/or Recycled Plastic Waste

Indicate the estimated annual additional amount of plastic waste collected and/or recycled by the project activity or activities for the project crediting period. For projects with multiple instances of an activity, provide a table for each instance. For grouped projects, provide a table for each existing instance. For projects that include more than one project activity (e.g., plastic waste collection and recycling), provide a table for each activity.

|  |  |
| --- | --- |
| **Year** | **Estimated Net Collected Plastic Waste (tonnes)** |
| Year A (e.g., 2019) |  |
| Year B |  |
| Year C |  |
| Year... |  |
| **Total estimated amount** |  |
| **Total number of crediting years (where applicable)** |  |
| **Average annual amount** |  |

|  |  |
| --- | --- |
| **Year** | **Estimated Net Recycled Plastic Waste (tonnes)** |
| Year A (e.g., 2019) |  |
| Year B |  |
| Year C |  |
| Year... |  |
| **Total estimated amount** |  |
| **Total number of crediting years (where applicable)** |  |
| **Average annual amount** |  |

## Description of the Project Activity

Describe the project activity or activities undertaken by the project and how it/they will achieve plastic waste collection and/or recycling.

For plastic waste collection projects:

* *Include information on any plastic waste collection (e.g., municipal waste collection, open ocean clean-up) activities, including a description of the various organizations, communities and other entities and how they are involved.*
* *Include a description of the waste source(s) (e.g., ocean) within the project boundary.*
* *Include a description of the end-of-life of the collected plastic waste (e.g., mechanical recycling).*
* *Where applicable, include a description of the infrastructure, systems and equipment involved in collection activities (e.g., nets, trucks, waste grabbers).*
* *If applicable, provide a list of the infrastructure, systems and equipment that existed prior to the implementation of the project.*

For plastic waste recycling projects:

* *Include information on any plastic waste recycling activities (e.g., sorting, mechanical recycling), including a description of the various organizations, communities and other entities and how they are involved.*
* *Include a list of the material types in the input stream of the project, and describe the nature and use of the end product (i.e., the recycled or processed material and its next step in the value chain).*
* *Include a list and the arrangement of the main mechanical or chemical recycling technologies, systems and equipment that will be used to process the material. Include in the description information about the age and average lifetime of the equipment based on the manufacturer’s specifications and industry standards.*
* *Include the types and scales of services provided by the systems and equipment that are being modified and/or installed in the project.*
* *If applicable, provide a list of facilities, systems and equipment that were in operation prior to the implementation of the project.*

## Project Location (3.7)

Indicate the project location and geographic boundaries (if applicable) as follows:

* *For projects that include a single project activity with a single project activity instance, include a single set of geodetic coordinates.*
* *For projects activities that include the movement of technology (e.g., riverine plastic interception devices), include at least one set of geodetic coordinates with sufficient geographic information on the boundaries within which the technology will operate, or provide geodetic polygons in a KML file to delineate the geographic area or areas within which the technology will operate.*
* *For projects with multiple project activity instances and grouped projects, include at least one set of geodetic coordinates with sufficient geographic information on the location of the other instances. If geodetic coordinates for each instance are available, provide the coordinates in a KML file.*
	+ *For grouped projects, also include geodetic polygons to delineate the project’s geographic area(s).*

## Conditions Prior to Project Initiation

### General Conditions

Describe the general conditions existing prior to project initiation. Where the baseline scenario is the same as the general conditions existing prior to the project initiation, there is no need to repeat the description of the scenario; rather, just state that this is the case, refer the reader to Section 3.5 below and complete Section 1.12.2.

### Social and Environmental Conditions

Describe the social and environmental conditions related to the project prior to the implementation of the project activity, including, as appropriate, information on human health, working conditions, labor, energy consumption, greenhouse gas (GHG) emissions, air quality, water quality, soil quality, biodiversity and ecosystem health.

## Compliance with Laws, Statutes and Other Regulatory Frameworks (3.1.3)

Identify and demonstrate compliance of the project with any relevant local, regional and national laws, statutes and regulatory frameworks.

## Additional Information Relevant to the Project

### Commercially Sensitive Information (3.2.2)

Indicate whether any commercially sensitive information has been excluded from the public version of the project description and briefly describe the items to which such information pertains.

Note – Information related to the determination of the baseline scenario, demonstration of additionality and estimation and monitoring of plastic waste collected and/or recycled (including operational and capital expenditures) cannot be considered to be commercially sensitive and must be provided in the public versions of the project documents.

### Further Information

Include any additional relevant legislative, technical, economic, social, environmental, geographic, site-specific and/or temporal information that may have a bearing on the eligibility of the project, the net collected and/or recycled plastic waste, or the quantification of the project’s net collected and/or recycled plastic waste.

# Stakeholder Engagement and Safeguards

## Stakeholder Engagement (3.13)

### Stakeholder Identification (3.13.1)

Explain the process used to identify stakeholders.

### Stakeholder Description (3.13.2 – 3.13.3)

List all stakeholder groups and provide a brief description of each group’s relevance to the project. Clearly identify stakeholders (groups or individuals) who have rights to resources or land that may be affected by project activities.

### Stakeholder Consultation (3.13.4 – 3.13.8)

Describe the stakeholder consultation process, specifying the different consultation processes required for different stakeholder groups. Describe how information about potential cost, risks and benefits of the project was shared with each stakeholder group.

Document consultations and indicate whether and how project design has been affected by stakeholder input. Demonstrate special attention paid to optimizing benefits for any marginalized and/or vulnerable groups.

### Free, Prior and Informed Consent (3.13.6)

Demonstrate with documented consultations and agreements the process by which free, prior, and informed consent will be, or has been, obtained of those whose property rights will be, or are, affected by the project.

### Continued Consultation and Adaptive Management (3.13.9)

Describe the plan for continuing communication and consultation between the project proponent(s) and stakeholder groups about the project and its impacts. Explain the processes the project proponent will use throughout the life of the project to solicit and consider stakeholder input on an ongoing basis and adapt management accordingly.

### Anti-Discrimination (3.13.10)

Describe the measures planned to ensure that no entities involved in project design and implementation are involved in, or complicit in, any form of discrimination or sexual harassment with respect to the project.

### Feedback and Grievance Redress Procedure (3.13.11)

Document the project’s feedback and grievance redress procedure. Demonstrate that it takes into account traditional conflict resolution methods, where applicable.

### Feedback and Grievance Redress Procedure Accessibility (3.13.12)

Describe how the feedback and grievance redress procedure is publicized and accessible to all project stakeholders, including any interested stakeholders.

### Stakeholder Access to Project Documentation (3.13.13)

Describe how full project documentation, including project description documentation and monitoring reports (as they become available through the project lifetime), has been, and will be, made accessible to all stakeholders, especially marginalized and/or vulnerable stakeholder groups.

### Information to Stakeholders on Validation and Verification Process (3.13.14)

Describe measures taken and communication methods used to inform stakeholders of the project validation and verification process used by the Plastic Program. Include how they will be informed of the validation/verification body’s site visit in a timely manner before the site visit occurs, and how direct and independent communication between stakeholders or their representatives and the assessor will be facilitated.

## Public Comments (3.13.15 – 3.13.18)

Demonstrate how due account of any comments received during the public comment period has been taken. Include details on any updates to the project design, or demonstrate the insignificance or irrelevance of comments.

*Note – This section is only required to be completed after the 30-day public comment period, prior to validation or crediting period renewal. However, if any general comments on the project activity from local stakeholders were received prior to the commencement of the public comment period, please include those here.*

## Safeguards (3.14)

In the following sections (2.3.1-2.3.4), summarize any potential intended or unintended negative social and environmental impacts and the steps taken to mitigate them. The impacts correspond with the subsections of social and environmental impacts in the Plastic Standard. If any of the impacts are not relevant to the project, please include a rationale to justify the same. Causal chains may be included to illustrate the outcomes and impacts resulting from the implementation of the project activity.

### Health and Safety (3.14.2 – 3.14.3)

Describe the following:

* *Potential health impacts as a result of the project activity in the project boundary*
* *Potential hazards and safety risks associated with the implementation of the project activity*

### Labor (3.14.4 – 3.14.8)

Describe the following:

* *Labor and human rights in the implementation of the project activity. Provide details on compliance with relevant laws, compensation to project actors and child labor in the project activity.*
* *Elimination of income-generating activities as a result of the project activity. Provide details on the creation of alternative activities or a justification for loss of employment as a result of the project activity.*

### Energy Efficiency and Greenhouse Gases (3.14.9 – 3.14.13)

Describe the following:

* *Energy consumption of the project. Provide details on energy consumption in the project activity and energy efficiencies of the technologies used in the project activity.*
* *Greenhouse gas (GHG) emissions of the project. Provide details on GHG emissions from the project activity and if applicable, energy recovery in the project boundary.*

### Condition of Natural Resources (3.14.14 – 3.14.15)

Describe the following:

* *Air quality impacts as a result of the project activity in the project boundary*
* *Water quantity and quality impacts as a result of the project activity in the project boundary*
* *Soil quality impacts as a result of the project activity in the project boundary*
* *Biodiversity and ecosystem health impacts as a result of the project activity in the project boundary*
* *Impact on threatened and endangered species as a result of the project activity in the project boundary*

### Additional Impact Certifications (3.14.16)

Include details on the positive social and environmental impacts of the project and the additional certification standards used to demonstrate them.

# Application of Methodology

## Title and Reference of Methodology (3.1.2)

Provide the title, reference and version number of the methodology or methodologies applied to the project. Include also the title and version number of any tools (e.g., CDM Investment Analysis Tool) applied by the project.

## Applicability of Methodology

Demonstrate and justify how the project activity or activities meet each of the applicability conditions of the methodology or methodologies, and tools (where applicable) applied by the project. Address each applicability condition separately.

## Project Boundary (3.8)

Define the project boundary and identify the relevant plastic waste sources, material type (if applicable) and proximate end-of-life scenario for the project and baseline scenarios, in accordance with the applied methodology. Add rows to the table, as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Material Type | End-of-Life | Explanation |
| Baseline | Source 1 (e.g., household, ocean) |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Source 2 |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Project | Source 1 |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Source 2 |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

In addition to the table, provide a diagram or map of the project boundary, clearly depicting the physical locations of the various installations or management activities taking place as part of the project activity based on the description provided in Section 1.10 (Description of the Project Activity) above. The diagram or map should demonstrate how the installations or management activities in the project boundary are connected to each other.

For both plastic collection and recycling project types, include the plastic waste sources identified in the project boundary and where the managed plastic waste is sent in the next stage after the project activity.

For plastic collection projects, include in the diagram or map the locations of where the various collection and/or sorting activities are taking place.

For plastic recycling projects, include in the diagram the location of the sorting and/or recycling facility in the value chain.

## Project Region

Define and justify the project region in accordance with the applied methodology. Provide all relevant references.

## Plastic Waste Collection and/or Recycling Baseline Scenario (3.9)

Identify and justify the baseline scenario, in accordance with the applied methodology and any relevant tools.

Explain and justify key steps, assumptions and rationale used to determine the baseline scenario. Provide all relevant references.

## Additionality (3.10)

Demonstrate and assess the additionality of the project, in accordance with the applied methodology and any relevant tools.

Demonstrate regulatory surplus of the project activity, and describe clearly the procedure followed to demonstrate additionality, indicating the method selected.

Where the methodology includes an activity method, and the project meets the positive list criteria, include a statement indicating that the project activity is in conformance with the positive list.

Where a project method is applied to demonstrate additionality (e.g., penetration rate, investment analysis), describe how each step is applied and document the outcome of each step. Provide sufficient information (including all relevant data and parameters, with sources) so that a reader can reproduce the additionality analysis and obtain the same results.

## Methodology Deviations (3.15)

Describe and justify any methodology deviations. Include evidence to demonstrate the following:

* *The deviation will not negatively impact the conservativeness of the quantification of collected and/or recycled plastic waste.*
* *The deviation relates only to the criteria and procedures for monitoring or measurement, and does not relate to any other part of the methodology.*

# Estimated Collected and/or Recycled Plastic Waste

## Baseline Collected and/or Recycled Plastic Waste

Describe the procedure for quantification of baseline collected and/or recycled plastic waste in accordance with the applied methodology. Include all relevant equations, and explain and justify all relevant methodological choices.

## Project Collected and/or Recycled Plastic Waste

Describe the procedure for quantification of project collected and/or recycled plastic waste in accordance with the applied methodology. Include all relevant equations, and explain and justify all relevant methodological choices.

## Net Collected and/or Recycled Plastic Waste

Describe the procedure for quantification of net collected and/or recycled plastic waste. Include all relevant equations.

Provide the ex-ante calculation (estimate) of baseline collected and/or recycled plastic waste, project collected and/or recycled plastic waste and net collected and/or recycled plastic waste in the table(s) below.

For data and parameters monitored, use estimates. Document how each equation is applied, in a manner that enables the reader to reproduce the calculation. Provide example calculations for all key equations, to allow the reader to reproduce the calculation of estimated net collected and/or recycled plastic waste.

For projects with multiple instances of an activity, provide a table for each instance. For grouped projects, provide a table for each existing instance.

For projects both collecting and recycling plastic waste, provide a table for each activity. Ensure that the tables for a recycling activity, and if applicable for a collection activity, reflect the amount of plastic waste managed by material type as well as the total amount managed. This can be done by creating a table (using the blank tables provided) for each plastic type and one for the total amount managed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Estimated baseline collected plastic waste (tonnes)** | **Estimated project collected plastic waste (tonnes)** | **Estimated net collected plastic waste (tonnes)** |
| Year A |  |  |  |
| Year B |  |  |  |
| Year C |  |  |  |
| Year… |  |  |  |
| **Total**  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Estimated baseline recycled plastic waste (tonnes)** | **Estimated project recycled plastic waste (tonnes)** | **Estimated net recycled plastic waste (tonnes)** |
| Year A |  |  |  |
| Year B |  |  |  |
| Year C |  |  |  |
| Year… |  |  |  |
| **Total**  |  |  |  |

# Monitoring

## Data and Parameters Available at Validation (3.12)

Complete the table below for all data and parameters that are determined or available at validation, and remain fixed throughout the project crediting period (copy the table as necessary for each data/parameter), in accordance with the applied methodology. Data and parameters monitored during the operation of the project are included in Section 5.2 (Data and Parameters Monitored) below.

|  |  |
| --- | --- |
| **Data / Parameter** |  |
| **Unit** | *Indicate the unit of measure* |
| **Description** | *Provide a brief description of the data/parameter* |
| **Equation** | *Indicate the equation used to calculate the data/parameter* |
| **Value** | *Provide the value of the data/parameter* |
| **Source of data** | *Indicate the source(s) of data* |
| **Justification of choice of data or description of measurement methods and procedures applied** | *Justify the choice of data source, providing references where applicable. Where values are based on measurement, include a description of the measurement methods and procedures applied (e.g., measurement recorded from an electronic weighing scale), indicate the responsible person/entity that undertook the measurement, the date of the measurement and the measurement results. More detailed information may be provided in an appendix.* |
|  **Purpose**  | *Indicate one of the following:* * *Determination of baseline scenario*
* *Calculation of baseline collected and/or recycled plastic waste*
* *Calculation of project collected and/or recycled plastic waste*
 |
| **Comments** | *Provide any additional comments* |

## Data and Parameters Monitored (3.12)

Complete the table below for all data and parameters that will be monitored during the project crediting period, including all relevant data and parameters available at validation that will be monitored (copy the table as necessary for each data/parameter), in accordance with the applied methodology. Data and parameters determined or available at validation are included in Section 5.1 (Data and Parameters Available at Validation) above.

|  |  |
| --- | --- |
| **Data / Parameter** |  |
| **Unit** | *Indicate the unit of measure* |
| **Description** | *Provide a brief description of the data/parameter* |
| **Equation** | *Indicate the equation used to calculate the data/parameter* |
| **Value** | *Provide the value of the monitored data/parameter*  |
| **Source of data** | *Indicate the source(s) of data* |
| **Description of measurement methods and procedures applied** | *Specify the measurement methods and procedures, any standards or protocols to be followed, and the person/entity responsible for the measurement. Include any relevant information regarding the accuracy of the measurements (e.g., accuracy associated with measurement by an electronic weighing scale).* |
| **Frequency of monitoring/recording** | *Specify measurement and recording frequency* |
| **Quality Assurance/Quality Control (QA/QC) procedures to be applied** | *Describe the quality assurance and quality control (QA/QC) procedures to be applied, including the calibration procedures where applicable.* |
| **Purpose**  | *Indicate one of the following:* * *Calculation of baseline collected and/or recycled plastic waste*
* *Calculation of project collected and/or recycled plastic waste*
 |
| **Comments** | *Provide any additional comments* |

## Monitoring Plan (3.12.3 – 3.12.5)

Describe the process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters set out in Section 5.2 (Data and Parameters Monitored) above, and in accordance with the applied methodology. Include details on the following:

* The methods for measuring, recording, storing, aggregating, collating and reporting data and parameters. Where relevant, include the procedures for calibrating monitoring equipment.
* The organizational structure, responsibilities and competencies of the personnel that will be carrying out monitoring activities.
* The policies for oversight and accountability of monitoring activities.
* The procedures for internal auditing and QA/QC.
* The procedures for handling non-conformances with the validated monitoring plan.
* Any sampling approaches used, including target precision levels, sample sizes, sample site locations, frequency of measurement and QA/QC procedures.

Where appropriate, include line diagrams to display the plastic waste data collection and management system.

# Appendix

Use appendices for supporting information. Delete this appendix (title and instructions) where no appendix is required.