



# Recycled Material Standard (RMS) ARC Registry Operating Procedures

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## Glossary

**Account:** An Account is needed to use the ARC Registry. There are four account types in the ARC Registry, as described in Section 3.

**Account Holder:** A party that has established an account within the ARC Registry.

**Account Manager:** The administrator for an Account Holder's Account, having the ability to, among other things, set up and manage additional logins and login privileges for Users.

**Annual Capacity:** The theoretical maximum production capacity per year of a given Project or Processing Line. Some, all, or none of this capacity may be considered Eligible Capacity, depending on additionality criteria.

**ARC:** An Attribute of Recycled Content certificate as defined by the Recycled Material Standard (RMS) Framework and Material Modules.

**ARC Generator Account:** A type of Account having the ability to register ARC-generating Projects meeting the criteria specified in the RMS Framework and Material Modules, as well as transfer and retire ARCs.

**ARC Registry Administrator or Registry Administrator:** The entity with the authority to administer or oversee the administration and implementation of the ARC Registry Operating Procedures. APX, Inc. serves as the administrator of the ARC Registry.

**Beneficial Ownership:** With respect to a given ARC, 1) any contractual or other right to direct or control the sale or other disposition of, or the Retirement of, such ARC, or 2) any economic interest in the ARC, including without limitation any contractual or other right to receive any proceeds from the sale or other disposition of such ARC.

**Eligible Capacity:** The maximum number of ARCs a given Project or Processing Line can generate per calendar year.

**Expired ARC:** An ARC that has not been retired at the end of the calendar year following the year in which it is issued. Expired ARCs may no longer be transferred or retired.

**Issuance Request:** A document describing the volume and characteristics of recycled materials processed by specific Processing Lines during a specified period, for which an ARC Generator is issuing ARCs.

**Processing Line:** A collection of reprocessing equipment that can process base materials to support ARC issuance. A processing line may process materials with a variety of recycled statuses and ARC types, either simultaneously or in sequence.

**Project:** A set of reprocessing activities intended to generate ARCs. A Project may constitute one or more Processing Line(s) and all or a portion of a site certified under RMS, meeting the additionality requirements specified in the RMS Plastics Module or other material module. A Project has a single Startup Date and qualifies to generate ARCs using a single set of additionality criteria.

**Project Capacity Limit:** The maximum eligible capacity of a Project for any single year, across all Processing Lines associated with the Project. If a Processing Line can switch between multiple types of ARCs, the Project Capacity Limit may be less than the sum of the annual capacity limits for all ARC types associated with the Project's Processing Lines.

**Purchaser Account:** A type of Account having the ability to receive transfers of ARCs and retire ARCs on behalf of the Account Holder.

**Recycling Technology:** The type of process used to reprocess materials in a particular Project, i.e., mechanical, purification, thermal decomposition, depolymerization, or other.

**Retirement:** An action taken to remove an ARC from circulation within the ARC Registry. Retirement may be initiated only by the Account Holder for ARCs within his/her own Accounts.

**RMS Certificate:** A document issued by a certification body accredited by GreenBlue, indicating the conformance of one or more sites with the Recycled Material Standard Framework and one or more Material Modules.

**Startup Date:** The date a Project meeting the newness additionality criteria specified by RMS becomes operational. This may be the date that a newly constructed facility becomes operational, the date that equipment associated with a qualified reinvestment becomes operational, or the date a facility that ceases operation for at least six months and restarts under new ownership resumes operation.

**Trader Account:** A type of Account having the ability to send and receive transfers of ARCs, and retire ARCs on behalf of the Account Holder or a specified Beneficial Owner.

**User:** Any party that has been granted access by an Account Holder to use its Account, which may include viewing information, performing transactions, and changing personal information.

# 1 Introduction

The Recycled Material Standard (RMS) Attributes of Recycled Content Registry (the ARC Registry or the Registry) collects and tracks information regarding the generation, transfer, and retirement of Attributes of Recycled Content (ARC) certificates created according to the terms of the [RMS Framework and Material Modules](#) developed by GreenBlue.

The ARC Registry will record the issuance of one electronic ARC certificate for each metric ton of qualified recycled material reprocessed by registered projects for which the project owner chooses to issue an ARC. The ARC Registry will track the attributes associated with each ARC, as reported by project owners certified under the RMS and validated by accredited certification bodies prior to project registration and in accordance with the audit schedules specified in the RMS thereafter.

Any party, including ARC generators, traders, or purchasers, wishing to issue, hold, transfer, or retire ARCs, is required to establish an account in the ARC Registry to do so. All Account Holders must agree to follow the operating procedures described in this document and in the ARC Registry Terms of Use.

The ARC Registry will provide Account Holders and the public with reports on activity within the system. Public reports are accessible to anyone via the public page on the ARC Registry [website](#), and are intended to ensure transparency as to ARCs issued and retired.

This document outlines the operating procedures for the ARC Registry. Updates may be periodically made to the function of the ARC Registry. In case of any conflict between these operating procedures and the actual functions of the ARC Registry, the actual functions of the registry shall prevail.

## 2 Account Registration

### 2.1 Participation in the ARC Registry

Participation in the ARC Registry is voluntary. Any party that registers with the ARC Registry and pays the applicable fees (as described in the RMS Fee Schedule, available at <https://www.rmscertified.com/about/standard/>), may seek to establish an Account in the Registry.

### 2.2 Establishing an APX Login

Before registering an account on behalf of their organization or being added as a user to their organization's account, a user of the ARC Registry must establish an APX login. The user must



verify their email address, provide their first and last names, and set a password. The user must also provide a phone number to be used for two-factor authentication. If an Account Holder forgets or wishes to change the password for their ARC Registry Account, they can use the password reset feature to set a new password.

## 2.3 Registering an Account

Any entity wishing to participate in the ARC registry must establish an Account. Registrants will provide basic Account registration information, such as Account Holder name, address, and contact information, to the ARC Registry administrator through a secure webpage on the ARC Registry website, and agree to the ARC Registry Terms of Use. The Registry Administrator will review the Account registration and may request more information before, in its sole discretion, approving or rejecting the application. An Account will remain active until it is closed. Account closure can be initiated by the Account Holder by notifying the Registry Administrator. Accounts can also be suspended or closed if an Account Holder fails to pay the Registry fees or is otherwise in default under the Terms of Use. The Terms of Use should be read and understood by anyone applying to be an Account Holder. All entities participating in the ARC Registry must comply with the RMS Good Practice Principles, available at <https://www.rmcertified.com/about/standard/>.

## 3 Account Types and User Roles

There are four types of Accounts in the ARC Registry:

- **ARC Generator Account:** This type of account can register ARC-generating Projects and issue ARCs for its Projects. An ARC Generator account can also hold, transfer (incoming and outgoing), and retire ARCs. An ARC Generator account can retire ARCs on behalf of third parties, referred to as Beneficial Owners, subject to Beneficial Owner fees as described in the RMS Fee Schedule.
- **Trader Account:** This type of account can hold, transfer (incoming and outgoing), and retire ARCs. Like an ARC Generator Account, a Trader Account can retire ARCs on behalf of Beneficial Owners.
- **Purchaser Account:** This type of account can receive incoming transfers, hold, and retire ARCs on behalf of the Account Holder only. Purchaser Accounts may not retire ARCs on behalf of Beneficial Owners and may not make outgoing transfers.
- **Registry Administrator Account:** This type of account is provided to the ARC Registry Administrator and allows full access to all ARC Registry functionalities.

### 3.1 Account Access

An Account Manager is established as part of the Account registration process. The individual listed in the initial Account registration will be considered the Account Manager and will have the



Projects  
of  
GreenBlue



ability to set up and manage additional logins and login privileges for their organization. The Account Manager will have full access to the organization's Account. Login permissions can be designated to allow view-only access to information or to allow activities such as performing transfers and submitting or updating information. Additional logins can be set up at any time the Account Manager wishes to add additional Users to the Account. The current Account Manager or the Registry Administrator can establish a new Account Manager for an Account if needed.

The ARC Registry Terms of Use shall apply to any person who receives access to an ARC Registry Account.

### 3.2 Account User Roles

When the Account Holder creates logins for additional users, the login is assigned one of the following user roles:

- Contributor: authorized for all Account services except for Account and User management
- Reader: read-only access to Account features
- Account Manager: authorized for all Account services
- Billing Manager: authorized for all Account services

Either the Account Manager or the Registry Administrator can update user roles.

### 3.3 Confidentiality

As stated in the Terms of Use, certain Account information will be held confidential. Other than as specified in Section 9, Account information will only be used and released in aggregate.

### 3.4 Declaration of Agency

An Account Holder may contract with an agent to establish and access an Account on its behalf. To do so, a Declaration of Agency form must be signed by both the principal Account Holder and the agent. The Declaration of Agency form is available for download from the RMS website at <https://www.rmscertified.com/about/standard/>.

## 4 Project Registration and Management

Processors recycling reclaimed inputs may register qualified Projects to generate ARCs. Entities wishing to register Projects must hold or be covered as a group member of a valid and current RMS certificate covering the appropriate scope of activities, and may only register Projects that are owned or otherwise controlled by the Account Holder. All Projects registered in the ARC

Registry must meet the additionality requirements specified in the RMS Framework and applicable Material Module.

## 4.1 Registering a Project

An owner of a qualified Project wishing to generate ARCs must first establish an ARC Generator account within the ARC Registry, as described above, and then register the Project. A Project is registered by an Account Holder by entering Project data into the ARC Registry, including but not limited to data related to newness and additionality requirements, startup date, recycling technology type, overall capacity limits, Processing Lines, and Processing Line Details (i.e., ARC type, recycled status, and eligible capacity limits for each ARC type). A Project can encompass one or more Processing Lines, and may be qualified to issue one or more types of ARC. If required, more than one Processing Line Details entry may be recorded for a given Processing Line, to capture all combinations of ARC type, recycled status, and eligible capacity associated with that Processing Line.

An ARC-Generating Project Data Form must also be uploaded at the time of Project registration. Blank ARC-Generating Project Data Forms are available from GreenBlue and/or via the RMS website. This form must be reviewed and signed by the Certification Body that issued the RMS Certificate covering the Project. Project registration is subject to approval by the ARC Registry Administrator. Once the Project is approved, Account Holders may issue ARCs for the Project as described in Section 5.

## 4.2 Verification of Data Submitted During Project Registration

Upon completion of the Project registration process, the ARC Registry Administrator will review the ARC-Generating Project Data Form, the RMS Certificate Database, and other data sources as required to verify the information provided to the ARC Registry by the Account Holder.

In the event data submitted is found to be in error or if there is a discrepancy between the information submitted during the registration process and the materials provided to verify the information, the ARC Registry Administrator will notify the registrant that the information could not be verified. The registration form may then be corrected or withdrawn, or the Account Holder may submit additional documentation verifying the information on the registration form, until the ARC Registry Administrator is satisfied that the information provided is accurate.

## 4.3 Project Site Status

The Site with which a Project is associated will be assigned one of the following statuses:

- Draft: for Project Sites that have not yet been submitted to the ARC Registry Administrator for approval



- Pending (Under Administrator Review): for Project Sites that are currently under review by the ARC Registry Administrator
- Approved: for active Project Sites currently eligible for ARC issuance
- Certification Revoked: for Project Sites associated with a revoked RMS Certificate, that are no longer eligible for ARC issuance
- Registration Incomplete: for Project Sites that never achieved Approved status
- Withdrawn: for Project Sites that are no longer active for reasons other than a revoked RMS Certificate, and are no longer eligible for ARC issuance

## 4.4 Updating Project Data

After initial project registration in the ARC Registry, Account Holders will notify the ARC Registry of any changes to Project data including the following:

- Changes in Project Site status.
- Changes to Project data, including processing lines, ARC types, or eligible capacity limits.
- Changes in Project ownership, and the date on which the change occurred. A change in ownership must be confirmed by a letter signed by both the prior and new owners of the Project, and provided to the ARC Registry Administrator. For a Project to remain active following a change in ownership, the Project must continue to be covered by a valid RMS Certificate covering the appropriate scope of activities.
- Changes to Project eligibility; e.g., due to a change in RMS certificate status.

## 4.5 Misrepresentation of Project Information

Account Holders can be removed from the ARC Registry for cause, including intentional misrepresentation of Project data. The ARC Registry Administrator reserves the right to withhold issuing ARCs and/or freeze an account associated with a Project, or to withhold participation in the ARC Registry for Projects that have intentionally misrepresented Project data.

## 4.6 Terminating a Project's Participation in the ARC Registry

A Project's owner may end a Project's participation in the ARC Registry by notifying the ARC Registry Administrator and providing the date the Project should be withdrawn. For the purpose of transparency, the Project will still appear in ARC Registry reports with "withdrawn" status. ARCs may be issued for a Project up until the date the Project is withdrawn from the Registry. If a Project's participation in the ARC Registry is suspended, no ARCs will be issued during the period of suspension.

## 5 Issuance of ARCs

ARCs are issued in whole numbers only. An ARC created and tracked within the ARC Registry will represent the environmental attributes associated with producing one metric ton of recycled material.

The ARC Registry will record issuance of one ARC for each metric ton of recycled material that is produced and reported to the Registry by uploading an Issuance Request file. Certificates are issued based on the number of whole metric tons of recycled material for each ARC type and recycled status. ARCs will not be issued for partial metric tons.

The table below identifies the serial number format used in the ARC Registry.

Identifier	Description
Processing Line ID Number	Identifies the processing line from which the ARC was issued
Vintage	Year the base materials were reprocessed, in the format YYYY, determined by the processing end date for the reported batch of materials
Recycled Status	Post-Consumer (PC), Post-Industrial (PI), or Recycled (R)
Program Code (Material Type)	Identifies the applicable RMS material module, e.g., P for the RMS Plastics Module
ARC Code	Code identifying the category of material used to generate the ARCs, e.g., PE_ARC for ethylene polymers. Refer to Table 1 of the RMS Plastics Module for a full listing of ARC Codes.
Batch ID	System-generated ID
Block Start	Start of issuance sequence
Block End	End of the issuance sequence

### 5.1 Process, Timeline, and Data Requirements for ARC Issuance

ARCs may be issued for materials processed prior to registering the Project in the ARC Registry, provided that the Project was covered under a valid RMS certificate covering the appropriate scope of activities at the time the materials were processed. ARCs may not be issued for materials processed prior to issuance of an RMS certificate covering the appropriate scope of activities. ARC generators may issue ARCs at a frequency of their choosing, provided that ARCs must be issued no more than one year after the base material used to generate the ARCs was processed,

and ARCs may not be issued prior to the sale or consumption of the base material. Issuance Requests must specify the processing dates for each batch of materials reported. Reporting periods for different Issuance Requests may overlap, and multiple Issuance Requests can be submitted for the same reporting period.

For each batch of materials for which ARCs are issued, the following information must be specified:

- Processing Line ID;
- Recycled Status;
- ARC Code;
- Sale/Consumption date;
- Processing date;
- Issuance quantity; and
- Unit of measure (i.e., metric tons).

Account Holders may choose to issue ARCs by reporting batches of materials processed and/or sold/consumed over a range of dates. In this case, they should report the Processing date and/or Sale/Consumption date as the last date in the applicable time period. To ensure accurate vintage of the resulting ARCs, the actual Processing date for all base materials must fall within the same calendar year as the reported end date of the processing period, and ARCs may not be issued more than one year from the actual processing date. ARC Generators must maintain records of the actual Processing and Sale/Consumption date for all base materials used for ARC issuance.

Account Holders issuing ARCs must submit an issuance request containing the above-listed information in the format specified by the ARC Registry Administrator. ARC issuances are subject to review by the ARC Registry Administrator, and will have pending status until approved by the Administrator. The Registry Administrator will review issuance requests within 14 days of submission. The Registry Administrator will verify that the ARCs being issued do not exceed the eligible capacity limits for the Processing Line or Project in question, and that the ARC type and recycled status is permitted for the Processing Line for which ARCs are being issued. If data errors are discovered, the Registry Administrator will contact the Account Holder.

## 6 Transfers of ARCs

### 6.1 Deposits to Accounts

ARCs may be deposited to Accounts in the following ways:

- ARCs may be issued by a Project and deposited into the associated Account by the Registry Administrator.
- An Account Holder may accept a transfer of ARCs from another Account Holder.

## 6.2 Transfers Between Accounts

ARC Generator and Trader Account Holders may transfer active ARCs to other Account Holders at any time. ARCs will be specified by their serial numbers. The Account Holder will select the recipient. After the transfer has been initiated, the ARCs that are pending transfer will be marked as “transfer pending” in the Account Holder’s Outbox. Once this occurs, ARCs will not be movable to another account unless the transfer is canceled by the Account Holder or rejected by the recipient.

Once the transfer is initiated, the ARC Registry will send an electronic notification of the transfer request to the proposed recipient. The recipient can review the ARC transfer details and must confirm or reject the transfer. Once the recipient has confirmed or rejected the transfer, the ARC Registry will send an electronic notification to the transferor indicating the action taken. Until the transfer is confirmed, the transferor may cancel the transfer. If the transfer is canceled, the ARC Registry will notify the recipient of the action.

Expired ARCs may not be transferred.

ARCs may not be transferred out of the ARC Registry.

## 7 Retirement of ARCs

Account Holders may initiate retirement of ARCs in their account. ARCs are retired in whole numbers only. Once ARCs are retired, they cannot be transferred to any other Account. Sustainability claims, including on-pack claims, related to the purchase of ARCs may only be made in connection with ARCs that have been retired.

Reasons for retirement include the following:

- On-pack claim by an RMS-certified entity
- General sustainability claim
- Other

### 7.1 Beneficial Ownership

A Beneficial Owner must be specified in order to retire ARCs. The Beneficial Owner is the legal entity on whose behalf the ARCs are being retired. For ARC Generator Accounts and Trader Accounts, this Beneficial Owner may be the same as the Account Holder or a different entity on whose behalf the ARCs are being retired. For Purchaser Accounts, the Beneficial Owner must be the same as the Account Holder. Additional Beneficial Owners can be registered by the Account Holder in the Beneficial Ownership section of the Registry. Fees for Beneficial Owners are specified in the RMS Fee Schedule.

## 7.2 Process to Retire ARCs

When retiring ARCs, the Account Holder will select the Beneficial Owner and specify the Retirement Reason (e.g., General Sustainability Claim, On-Pack Claim by an RMS-Certified Entity, or Other), then view available ARCs in their holdings. Available ARCs may be filtered by criteria including Vintage, Recycled Status, ARC Type or Processing Line, and the quantity to be transferred may be specified. The specific ARCs to be retired, including the quantity of ARCs from each batch to retire, must then be selected before completing the transfer to retirement. Expired ARCs may not be retired.

## 8 Credit Errors and Correction

If an error is discovered after ARCs have been issued, the Registry Administrator will contact GreenBlue to explain the issue. The Registry Administrator and GreenBlue will determine the appropriate action, and the Registry Administrator will take measures to rectify the problem. If the error is related to the number of ARCs issued, the Registry Administrator may attempt to correct this by making an adjustment to future issuances made by the ARC Generator. If the error is related to a data field associated with the ARC, the Registry Administrator and GreenBlue will handle each situation on a case-by-case basis. If ARCs are issued in error or are otherwise not in compliance with program standards, they may be canceled by the Registry Administrator subject to the approval of GreenBlue, after which they can no longer be traded or retired. Following cancellation of an ARC, a corrected ARC may be issued at the Registry Administrator and GreenBlue's discretion. While a potential error is being investigated, ARCs may be temporarily moved into the Registry Administrator's account to prevent transfers or retirements. Other possible actions include, but are not limited to, notifying purchasers of the erroneous ARCs, freezing the account of the party found to be out of compliance, or banning that party from participation in the ARC Registry.

## 9 Reports

### 9.1 Public Reports

Public reports will be accessible to any member of the public. There are four public reports provided by the ARC Registry, which include the following information:

- **All Accounts:** Lists all public registered Accounts, identifying Account Name and Account Type.
- **All Projects:** Lists registered Projects, identifying Account Name, Site Name, Site ID, Project Recycling Technology, Class A Newness Test, Class B Additionality Test, Site Status,

Site State/Province, Site Country, Project Name, and Recycled Status and ARC Types each Project is eligible to issue.

- **All Issuances:** Lists batches of ARCs that have been issued by Projects, identifying Account Name, Site Name, Site ID, Project Recycling Technology, Project Name, Processing Line Name, Processing Line ID, Recycled Status, ARC Type, Vintage, Date of Issuance, Serial Number, and Quantity.
- **All Retirements:** Lists ARCs that have been retired, identifying Account Name, Site Name, Site ID, Project Recycling Technology, Project Name, Processing Line Name, Processing Line ID, Recycled Status, ARC Type, Vintage, Serial Number, Quantity Retired, Retirement Date, Retirement Reason, and Beneficial Owner.

## 9.2 Account Holder Reports

Account Holder reports for a specific Account will only be accessible to the Account Holder, their designated agents, and the ARC Registry Administrator. Account Holder reports may include the following information:

- **My Projects:** Applicable to ARC Generator Accounts only. Lists Projects registered by the Account, identifying Account Name, Site Name, Site ID, Project Recycling Technology, Class A Newness Test, Class B Additionality Test, Site Status, Site Address, Site State/Province, Site Country, Project Name, and Recycled Status and ARC Types each Project is eligible to issue.
- **My Issuances:** Lists ARCs that have been issued by Projects registered by the Account, identifying Account Name, Site Name, Site ID, Project Recycling Technology, Project Name, Processing Line Name, Processing Line ID, Recycled Status, ARC Type, Vintage, Date of Issuance, Serial Number, and Quantity.
- **My Transfers:** Lists details of ARC transfers into and out of the Account, identifying Transferor Account Name, Transferor Account ID, Transferee Account Name, Transferee Account ID, Site Name, Site ID, Project Recycling Technology, Project Name, Processing Line Name, Processing Line ID, Recycled Status, ARC Type, Vintage, Serial Number, Quantity, Last Updated At, Last Updated By, Transfer Action, Transfer Batch ID, Date of Transfer Initiation, and Action Taken By.
- **My Retirements:** Lists ARCs retired by the Account Holder, identifying Account Name, Site Name, Site ID, Project Recycling Technology, Project Name, Processing Line Name, Processing Line ID, Recycled Status, ARC Type, Vintage, Serial Number, Quantity Retired, Processing Date, Retirement Date, Retirement Batch Identifier, Retirement Reason, Beneficial Owner, and Last Updated By.