

Plastic Product Degradability – Producer declaration walk-through

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For the

Solid Waste Management Program

Washington State Department of Ecology

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Publication Information

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<https://apps.ecology.wa.gov/publications/SummaryPages/2307059.html>

The document contains written instructions and screenshots to guide compostable plastic producers as they declare their products with the Washington State Department of Ecology. Starting January 1, 2023, all compostable plastic products that are sold, offered, or distributed in Washington must comply with chapter [70A.455 Revised Code of Washington \(RCW\)](#) or "Plastic Product Degradability."

Section 120 ([70A.455.120](#)) says producers of affected products must submit, under penalty of perjury, a declaration that the product meets the standards established in the rest of the law. This declaration must be submitted to the Ecology:

- By January 1, 2024, for a product that is or will be sold or distributed into Washington beginning January 1, 2024;
- (b) Prior to the sale or distribution of a product newly sold or distributed into Washington after January 1, 2024; and
- (c) Prior to the sale or distribution of a product whose method of compliance with the standards established in RCW 70A.455.040, 70A.455.050, or 70A.455.060 is materially changed from the method of compliance used at the last declaration submission under this section.

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¹ www.ecology.wa.gov/contact

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SAW and Portal Entry Instructions

Step 1 – Sign up for a Secure Access Washington (SAW) Account

To start, you need to have a [SAW account](#)². If you already have a SAW account, login and skip to add a new service to your account section.

Note: SAW accounts are user-specific and should not be shared between users.

Information needed to register:

- First name
- Last name
- Primary Email
- Username
- Password

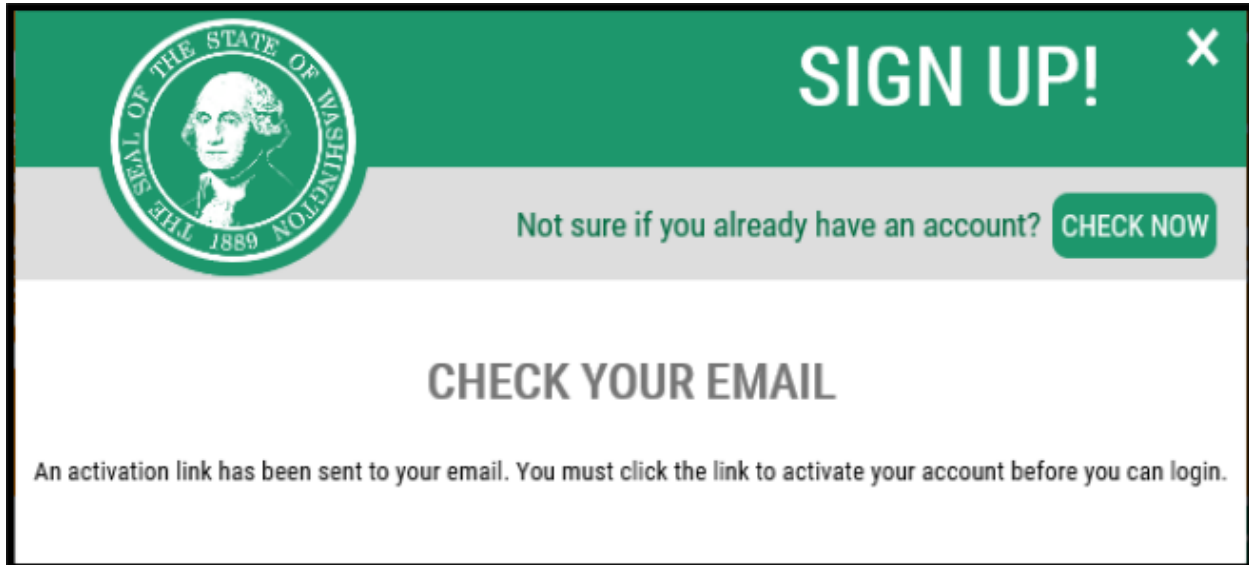


Screenshot 1 Go to the [SAW homepage](#)². Click **Sign Up** to create a username and password. Fill in the form with your information and click **Submit**.

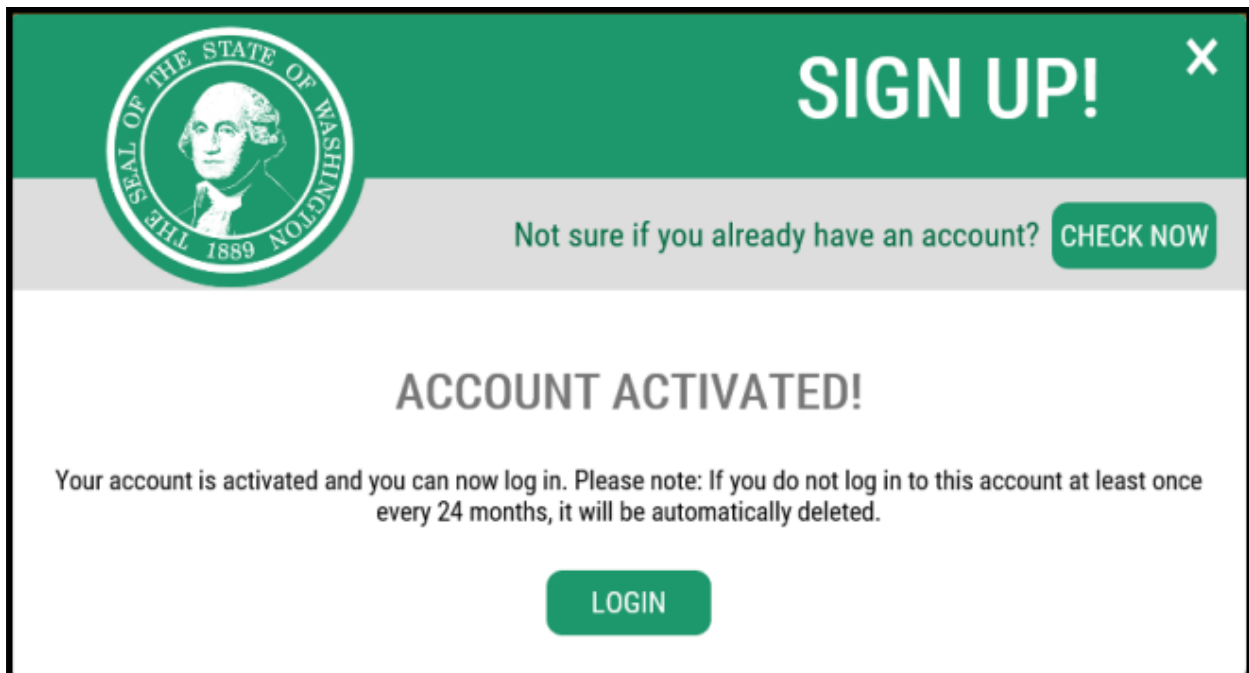
² <https://secureaccess.wa.gov/myAccess/saw/select.do>

Activate Your SAW Account

Once you click **Submit** from the previous screen, SAW will send you an activation email.



Screenshot 2. Click the activation link inside the SAW confirmation email.



Screenshot 3 Once you click the activation link, SAW verifies your account is active. Click **Login**.

Troubleshooting SAW

Ecology doesn't have access to your SAW account. The login page has the following options to recover your account:

- Forgot your password?
- Forgot your username?
- Get Help

After two failed password attempts, your account will lock. If this happens, you'll need to contact SAW.

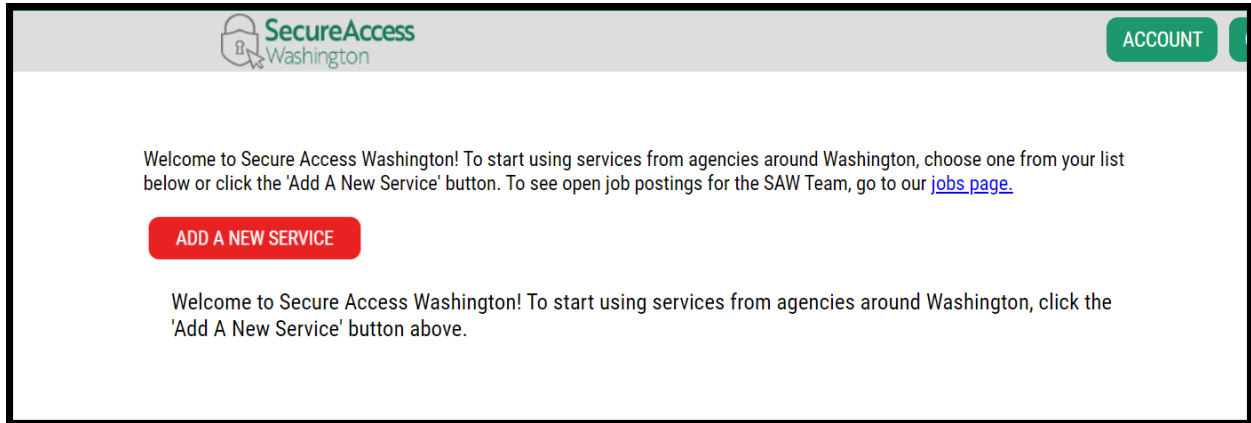
Users who have not logged into their accounts in the last 24 months will be expired and be deleted from the system.



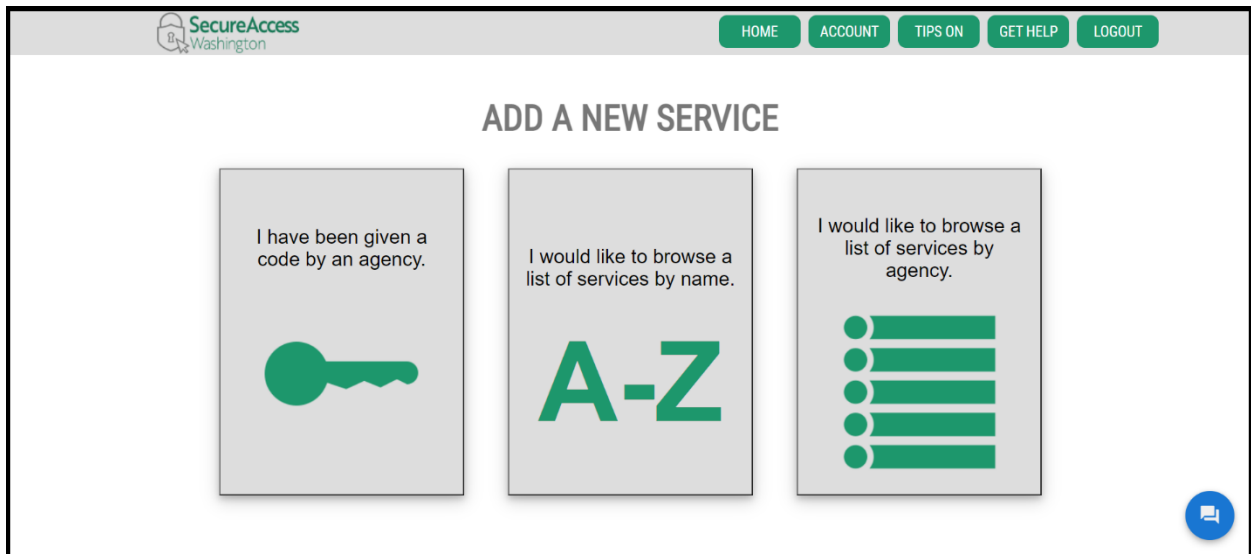
Screenshot 4 To recover your username or password click on forgot your username or forgot your password.

Step 2 – Add a New Service to Your Account

You must **Add a New Service** to access the Waste Reduction Portal. You will only need to do this once.

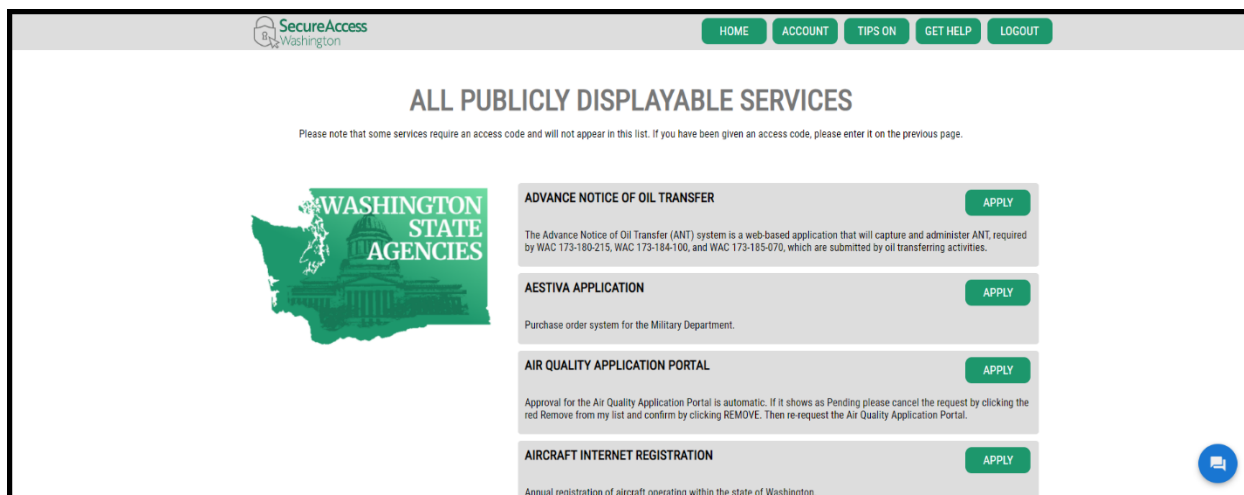


Screenshot 5 Login to SAW and click, **Add a New Service**. The button may be green or red.

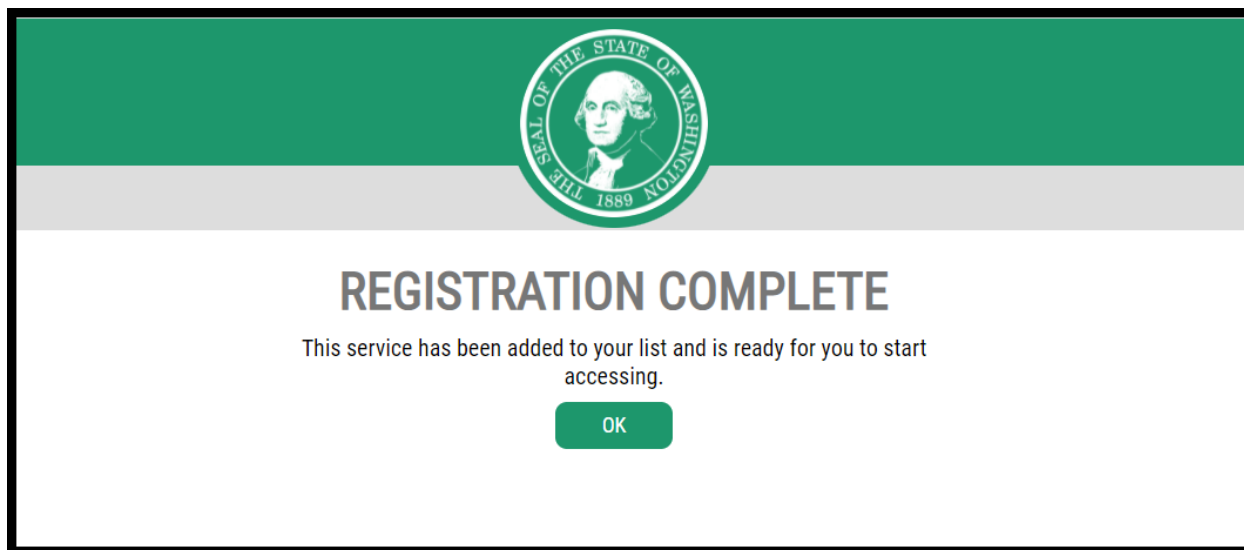


Screenshot 6 Click **I would like to browse a list of services by name**.

A list of services will display and include options from all state agencies in alphabetical order. If you prefer, you can click on **I would like to browse a list of services by agency**, and then select **Ecology**. Find the **Waste Reduction Portal** through either method.



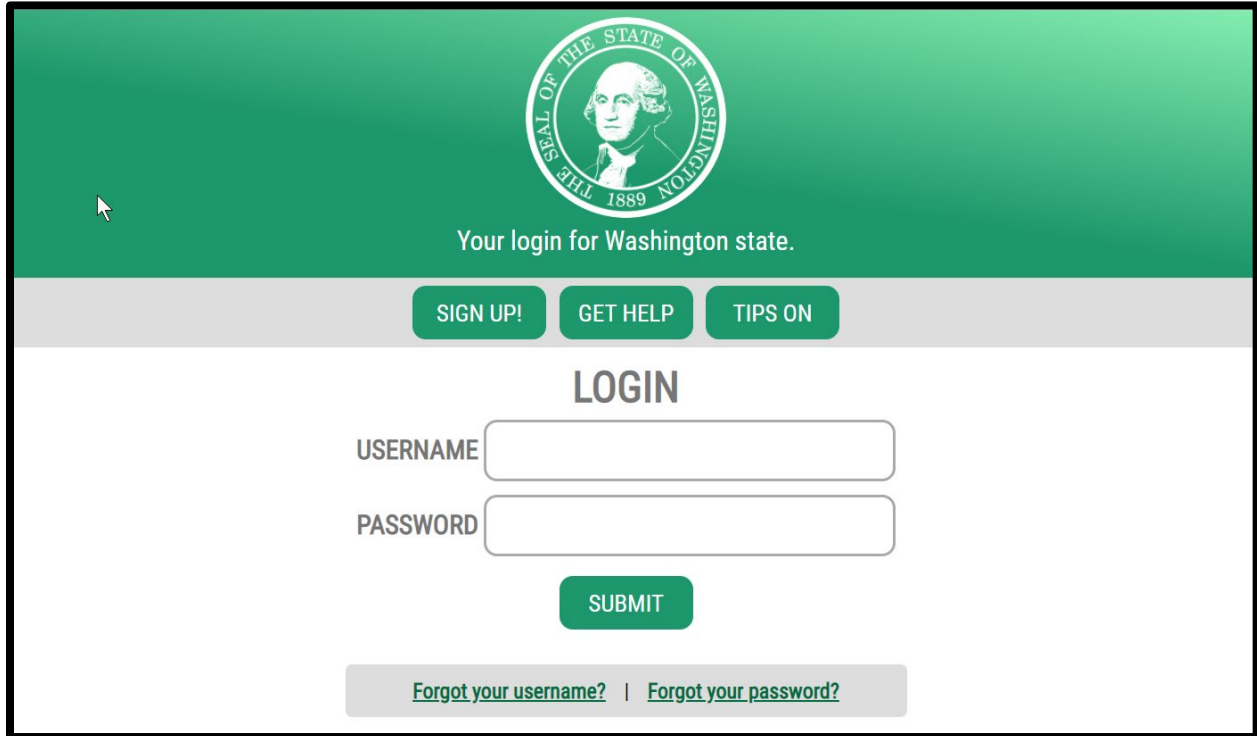
Screenshot 7 The list is alphabetical. Find **Waste Reduction Portal** and click **Apply**.



Screenshot 8 Your registration request is automatically approved. Click **OK** to return to your secure services homepage.

Step 3 – Enter the Plastic Produce Degradability Declaration Site

You may need to log back into SAW after registering for the Waste Reduction portal.



Seal of the State of Washington

Your login for Washington state.

SIGN UP! GET HELP TIPS ON

LOGIN

USERNAME

PASSWORD

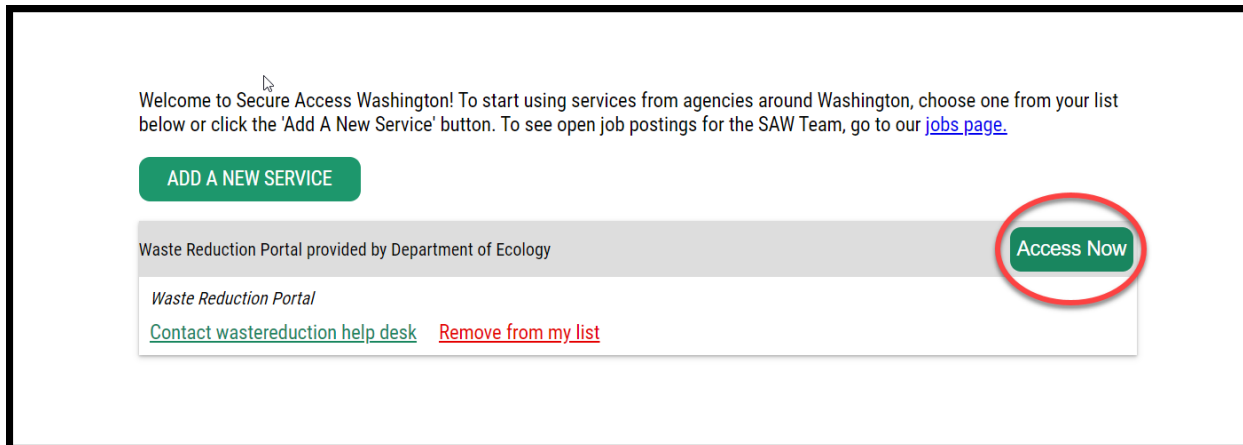
SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

Screenshot 9 Go to the [SAW login page](#)³. Enter your username and password. Click **Submit**.

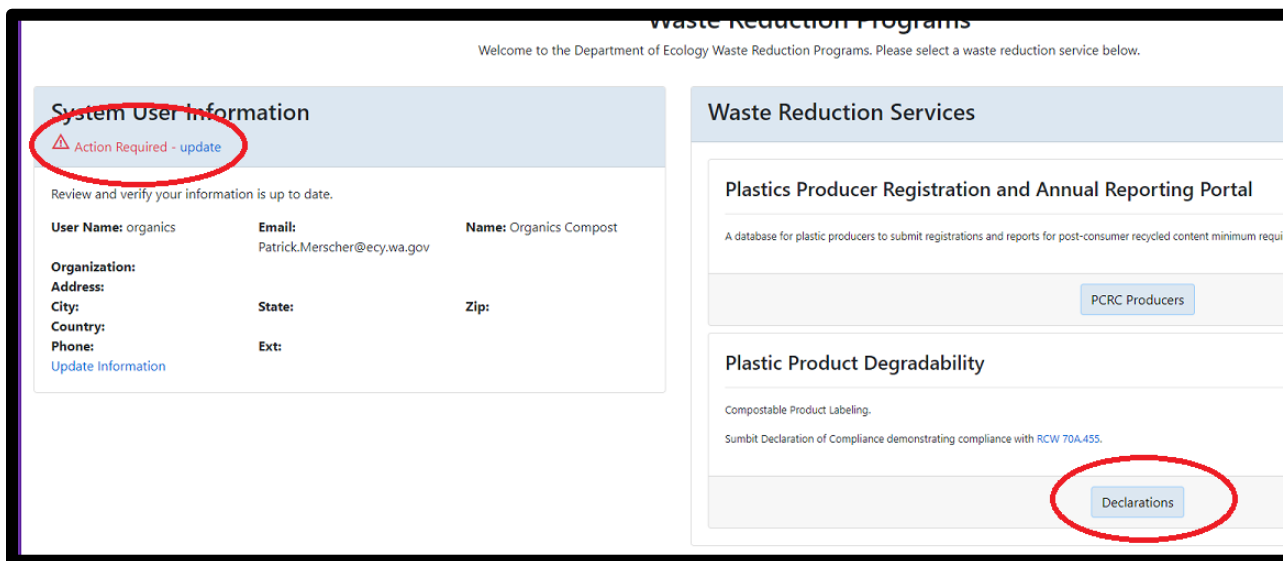
³ <https://secureaccess.wa.gov/myAccess/saw/select.do>

The Waste Reduction portal should now be listed on your homepage when you log into SAW.



Screenshot 10 Find **Waste Reduction Portal**, click **Access Now**, and click **Continue**.

The first time you access the Waste Reduction Portal, an 'Action Required' notification will be listed under System User Information. You will need to add your contact information. For declarations, you want the option on the lower right under Plastic Product Degradability.

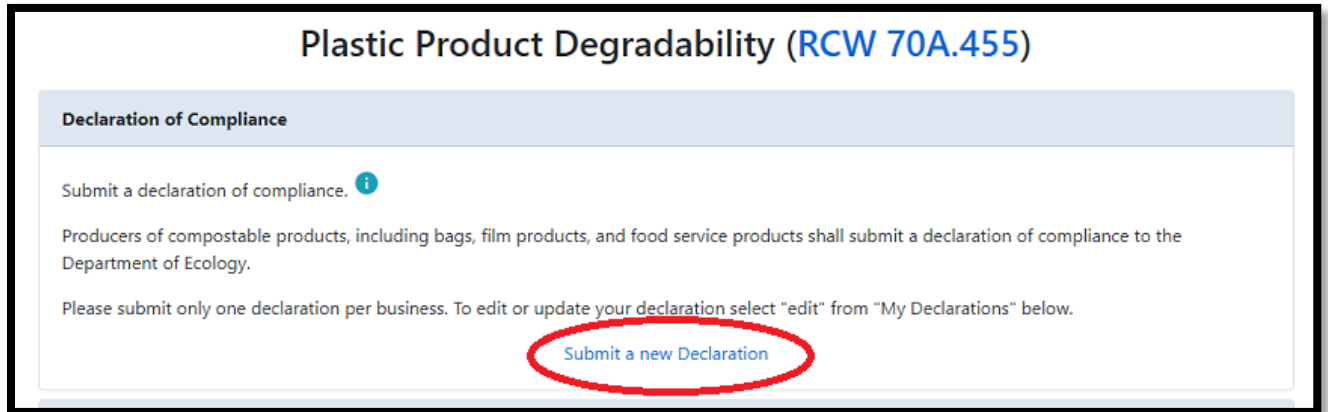


Screenshot 11 Click **Update** under the System User section. Enter your information and click **Save**. Then click the **Declarations** button under the Plastic Product Degradability section to enter the database. Note this portal is different than the one where plastics producers register and pay annual fees for post-consumer recycled content, however, you access them on the same screen.

Submitting a New Declaration

Step 1: Producer Information

After entering the Waste Reduction portal, you will see an option to **Submit a new Declaration**.



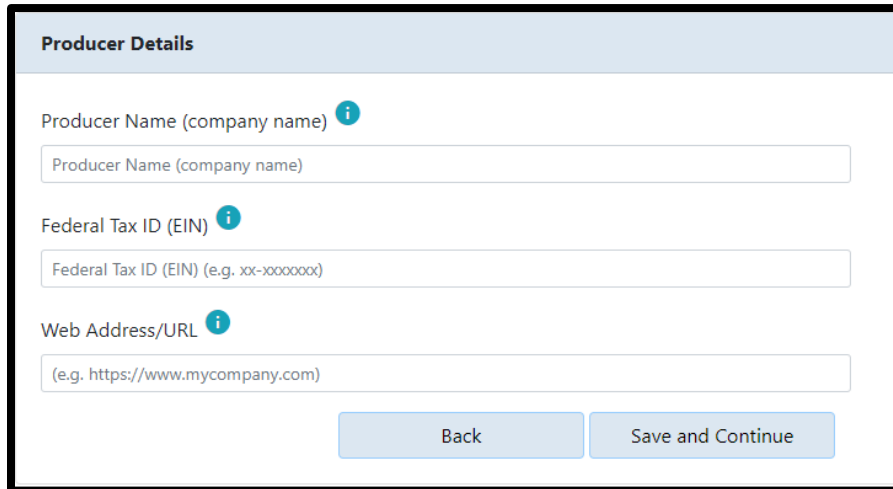
Screenshot 12 From the Plastic Product Degradability Home page, click on **Submit a new Declaration**.

Enter Producer Details

Enter the producer's name (for example, the company name), the Federal Tax ID (EIN), and web address/URL for the producer. An employer identification number (EIN) is also known as a Federal Tax Identification Number. Your EIN is assigned by the IRS and is used to identify a business entity.

If the EIN is already in our system, you'll receive an error and cannot continue your registration and will need to request access to an existing account using the **Request access** link. See the last section of these instructions for screenshots.

The window to enter producer details will open once you click Submit a new Declaration.

A screenshot of a web form titled "Producer Details". It contains three input fields: "Producer Name (company name)" with an information icon, "Federal Tax ID (EIN)" with an information icon, and "Web Address/URL" with an information icon. Below the fields are two buttons: "Back" and "Save and Continue".

Producer Details

Producer Name (company name) ⓘ

Federal Tax ID (EIN) ⓘ

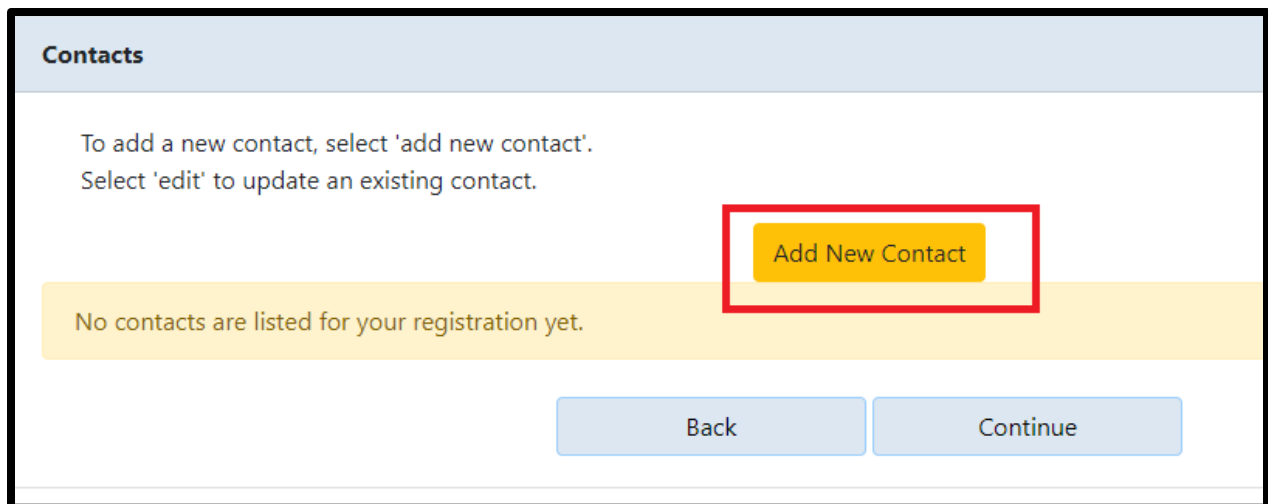
Web Address/URL ⓘ

Back Save and Continue

Screenshot 13 Click **Save and Continue** after entering the Producer Details.

Add New Contact

At least one new contact should be added to your declaration. Add as many contacts as you need, but remember each person should have their own SAW account to access the database.

A screenshot of a web form titled "Contacts". It contains instructional text: "To add a new contact, select 'add new contact'." and "Select 'edit' to update an existing contact." Below this is a yellow banner that says "No contacts are listed for your registration yet." To the right of the banner is a yellow button labeled "Add New Contact", which is highlighted with a red rectangle. At the bottom are two buttons: "Back" and "Continue".

Contacts

To add a new contact, select 'add new contact'.
Select 'edit' to update an existing contact.

No contacts are listed for your registration yet.

Add New Contact

Back Continue

Screenshot 14 Click **Add New Contact**.

The form to add a new contact and their information will open in a new window.

The screenshot displays a web form titled "Contact Form (Add)". The form is organized into two columns. The left column contains fields for "First Name:", "Organization Name:", "Phone Number:", "Address Line 1:", "City:", and "State/Province:". The right column contains fields for "Last Name:", "Email address:", "Phone Number Extension:", "Address Line 2:", "Zip:", and "Country:". Each field is represented by a text input box. Red 'X' icons in the bottom right corner of the input boxes indicate required fields: First Name, Last Name, Organization Name, Email address, Phone Number, Address Line 1, City, State/Province, Zip, and Country. Green checkmark icons in the bottom right corner of the input boxes indicate optional fields: Phone Number Extension and Address Line 2. At the bottom of the form, there are two buttons: a blue "Cancel" button and a light blue "Save Contact" button.

Contact Form (Add)			
Contact Details			
First Name:		Last Name:	
<input type="text" value="Enter First Name"/>	X	<input type="text" value="Enter Last Name"/>	X
Organization Name:		Email address:	
<input type="text" value="Enter Organization Name"/>	X	<input type="text" value="Enter email"/>	X
Phone Number:		Phone Number Extension:	
<input type="text" value="Enter Phone Number"/>	X	<input type="text" value="Enter Phone Extension"/>	✓
Address Line 1:		Address Line 2:	
<input type="text" value="Enter Street Address"/>	X	<input type="text" value="Enter Address Line 2 (i.e. Suite#)"/>	✓
City:	State/Province:	Zip:	Country:
<input type="text" value="Enter Address City"/>	<input type="text" value="Enter Address State/Province"/>	<input type="text" value="Enter Address Zipcode"/>	<input type="text" value="Enter Address Country"/>
	X	X	X
<input type="button" value="Cancel"/>		<input type="button" value="Save Contact"/>	

Screenshot 15 Fill out the contact details. All the boxes marked with a red 'X' are required. Click **Save Contact** when done.

Once a contact is added, they will display on the main page as a “Responsible Official.”

The screenshot shows a web interface titled "Contacts". At the top, there is a light blue header bar with the word "Contacts" in bold. Below the header, there is a white area with instructional text: "To add a new contact, select 'add new contact'." and "Select 'edit' to update an existing contact." To the right of this text is a yellow button labeled "Add New Contact". Below the instructional text is a green banner with the text "Contact saved successfully". Below the banner, there are two contact cards. The first card is titled "Sample Example" and contains the following information: "300 Desmond Dr. SE", "Lacey WA 98503", "(999) 999-9999", and "sample.example@testsample.com". Below this information is a label "Responsible Official" and a light gray bar with "Edit" and "Delete" links. The second card is titled "Organics Compost" and contains the following information: "300 Desmond Dr. SE", "Lacey WA 98503", "(999) 999-9999", and "Patrick.Merscher@ecy.wa.gov". Below this information is a label "Responsible Official" and a light gray bar with "Edit" and "Delete" links. At the bottom of the interface are two light blue buttons labeled "Back" and "Continue".

Contacts

To add a new contact, select 'add new contact'.
Select 'edit' to update an existing contact.

[Add New Contact](#)

Contact saved successfully

Sample Example	Organics Compost
300 Desmond Dr. SE Lacey WA 98503 (999) 999-9999 sample.example@testsample.com	300 Desmond Dr. SE Lacey WA 98503 (999) 999-9999 Patrick.Merscher@ecy.wa.gov
Responsible Official	Responsible Official
Edit Delete	Edit Delete

[Back](#) [Continue](#)

Screenshot 16 A green banner will display when a contact is successfully added. Click the **Add New Contact** to add as many people as you need. Click **Continue** when you are ready to begin entering product information.

Step 2: Add Product Details

Each compostable plastic product needs to be added to your declaration. Required information for each product includes the Product Type, Brand Name, (Main) Material Type, and a Product Description. Other requested information includes the Other (secondary) material type, and the SKU and/or UPC numbers.

You must click the Add Product button for the product to be added to your declaration. If you click **Continue** without clicking **Add Product**, the product will not be added, and you will need to re-enter the product details. See screenshot 17.

Product Details

Please add all products that you are declaring compliance for and hit the "Add Product" button to continue. i

Product Type* Cups	Brand Name* Sample Cup
Material Type* Compostable Plastic	Other Material Type Description PLA
UPC(s) <small>Please enter all Universal Product Codes (UPC) associated with this product. Please separate each code with a comma.</small> 999999999999	SKU(s) <small>Please enter all Stock Keeping Numbers (SKU) associated with this product. Please separate each number with a comma.</small> 9999999
Other Product Description* 8 oz. PLA cups. Green band around rim, certified by BPI (embossed on bottom), "compostable" written on the side <small>characters remaining :1889</small>	
Add Product	

Product Type	Material Type	Brand	Other Product Description	UPC(s)	SKU(s)	Action
Producer Products						

Back **Continue**

Screenshot 17 Fill out the Product Details for each product you need to list on your declaration. **Click Add Product after each one, or they will not be listed on the final declaration.**

Be sure that new products show up in the table before you advance to the next screen.

Product Details

Please add all products that you are declaring compliance for and hit the "Add Product" button to continue.

Product saved successfully

Product Type*

Select One

Material Type*

Select One

Brand Name*

Brand Name

Other Material Type Description

Material Description

UPC(s)

Please enter all Universal Product Codes (UPC) associated with this product. Please separate each code with a comma.
Universal Product Codes (UPCs)

SKU(s)

Please enter all Stock Keeping Numbers (SKU) associated with this product. Please separate each number with a comma.
Stock Keeping Unit Numbers (SKUs)

Other Product Description*

Other product identifying information

Add Product

Product Type	Material Type	Brand	Other Product Description	UPC(s)	SKU(s)	Action
Cups	Compostable Plastic PLA	Sample Cup	8 oz. PLA cups. Green band around rim, certified by BPI (embossed on bottom), "compostable" written on the side	999999999999	9999999	<div>update</div> <div>delete</div>

Producer Products

Back

Continue

Screenshot 18 When a product is successfully added to your declaration, a green banner will display at the top of the screen. The product details will also show in the bottom section. The **Update** and **Delete** actions can be used to make changes or remove products. Click **Continue** when all products have been added to the list.

Step 3: Add Documents

Documents and supplemental information can be uploaded for products, like a copy of your compostable certification. This is optional but encouraged.

Documents

Optional - Please attach any associated documentation to support your product compliance. After selecting your file and providing a description, please click 'Add File' to complete the upload before continuing. i

File to Upload

samplecup_BPI_cert.pdf Browse

File Description

Certification from BPI for Sample Cups

Add File

File	Description	Action
Attached Documentation		

Back Continue

Screenshot 19 Find documents on your computer by using the **Browse** button, and add a description for each file. You can only add files one at a time. **Click the Add File button to add documents to your declaration. If you click Continue beforehand, documents will not be added.** Click **Continue** when all documentation has been uploaded.

Step 4: Review and Submit

Review the information in your declaration. Click **Back** to make edits and **Submit** when complete.

Review and Submit

Review and verify your declaration is correct.
If your declaration is correct, click 'submit'.
To update any detail in your declaration, click 'back'.

Test Sample Organization
Federal Tax ID (EIN): 22-5665854
Web Address: testsample.com

Contacts

Name	Organization	Address	Phone	Email	Contact Type
Sample Example	Test Sample Organization	300 Desmond Dr. SE Lacey, WA 98503	(999) 999-9999	sample.example@testsample.com	Responsible Official

Producer Contacts

Products

Product Type	Material Type	Brand	Description	UPC(s)	SKU(s)
Cups	Compostable Plastic PLA	Sample Cup	8 oz. PLA cups. Green band around rim, certified by BPI (embossed on bottom), "compostable" written on the side	999999999999	9999999
Mixed Cutlery	Bamboo Compostable Plastic	Sample Forks and Knives	12-pack of mixed bamboo cutlery coated with a compostable plastic. Certified by CMA, colored green with brown tips.	000000000000 222222222222	28519878 25198452

Producer Products

Documents

File	Description
samplecup_bpi_cert.pdf	Certification from BPI for Sample Cups
sampleforkandk_cma_cert.pdf	Certification from CMA for Sample Forks and Knives

Attached Documentation

BackSubmit

Screenshot 20 Use the **Back** button to return and add/edit information, if needed. Once everything is correct, click **Submit** to certify your declaration.

Click Submit Again to Certify

Completing your declaration requires a **checkbox** and a second **Submit** button.

Declaration of Compliance ×

By submitting this form, I certify that the products listed on this declaration meet the requirements of Washington's Plastic Product Degradability, chapter 70A.455 Revised Code of Washington (RCW). All products labeled as compostable that are sold, offered for sale, or distributed in Washington must feature labeling with:

1. Third-party certification, showing the products are compostable in industrial settings. (Applicable scientific standards vary depending on product and material types.)
2. The written word "compostable."
3. Green, beige, or brown labeling, striping, or tinting, marks, or other design patterns.

Products made entirely from wood (including renewable wood), and products made from more than 98% fiber with no plastic or wax additives, liners, etc. do not need to be listed on a declaration or feature the labeling requirements above.

☒ I have read and certify the above statements in full By clicking Submit, I certify the information provided in this form is accurate, and I have authority on behalf of the Producer to provide this information.

Screenshot 21 A pop-up will appear reminding you of the labeling requirements for compostable plastics in Washington. Read this thoroughly and **check the box** next to the statement to show you have read and certify. Click **Submit** to send your declaration to Ecology staff.

When submitted, you'll be taken back to the database homepage and receive an email confirmation.

Plastic Product Degradability (RCW 70A.455)

Thank you, we have received your Declaration of Compliance.

Declaration of Compliance

Submit a declaration of compliance.

Producers of compostable products, including bags, film products, and food service products shall submit a declaration of compliance to the Department of Ecology.

Please submit only one declaration per business. To edit or update your declaration select "edit" from "My Declarations" below.

[Submit a new Declaration](#)

My Producer Declarations

Test Sample Organization

EIN - 22-5665854

testsample.com

Contacts	
Name	Email
Sample Example	sample.example@testsample.com

Edit

View

Products		
Product Type	Brand	Status
Cups (Compostable Plastic)	Sample Cup	Declared
Mixed Cutlery (Bamboo)	Sample Forks and Knives	Declared

Documents	
File	
samplecup_BPI_cert.pdf	
samplefandk_cma_cert.pdf	

Submission History

Submission Date	Submitted By	Declaration
10/18/2023	Patrick Merscher	CompostProductDeclaration_1045.pdf

Screenshot 22 If your declaration was submitted successfully, you will automatically return to the Home screen of the portal. A green banner will show at the top, and the submission history will show at the bottom. Products that were included as part of a declaration will show as "Declared." Products labeled "Undeclared" are not listed on a certified declaration.

Clicking the **PDF link** in Submission History allows you to download a copy of your declaration. An email confirmation will also be sent. Please save a copy of one or both for your records.

Adding/Editing Contact and Product Information on a Declaration

Multiple contacts can be added to a declaration. Each business/company should have their own declaration. Contacts can be added and deleted, and information can be edited at any time in Ecology's Producer Declaration Portal. The same is true for adding/deleting products and editing/updating product details.

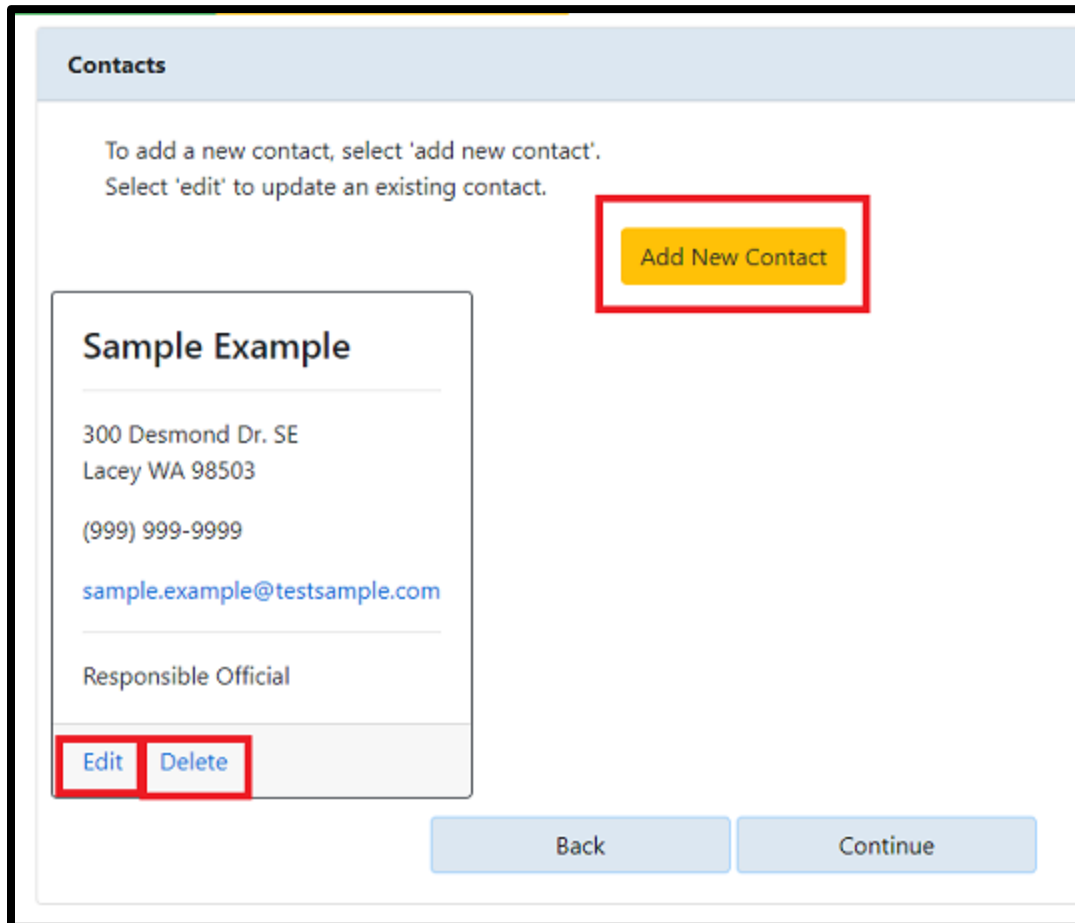
The screenshot shows the 'My Producer Declarations' interface. At the top, it displays 'Test Sample Organization', 'EIN - 22-5665854', and 'testsample.com'. Below this, there are three main sections: 'Contacts', 'Products', and 'Documents'. The 'Contacts' section has a table with columns 'Name' and 'Email', showing 'Sample Example' with email 'sample.example@testsample.com'. The 'Products' section has a table with columns 'Product Type', 'Brand', and 'Status', listing 'Other Sheet Film Product (Corn)', 'Farm'r Film', 'Undeclared', 'Cocktail picks (Fiber)', 'Sustain-a-Spear', and 'Undeclared'. The 'Documents' section has a 'File' column with the text 'No Documents Attached.' Below these sections, there are 'Edit' and 'View' buttons. The 'Edit' button is circled in red. To the right, there is a 'Submission History' section with columns 'Submission Date', 'Submitted By', and 'Declaration', showing 'No Declarations have been submitted.'

Screenshot 23 On the Plastic Product Degradability Home page, click the **Edit** button.

The screenshot shows the 'Producer Details' form. It has three input fields: 'Producer Name (company name)' with the value 'Test Sample Organization', 'Federal Tax ID (EIN)' with the value '22-5665854', and 'Web Address/URL' with the value 'testsample.com'. Each field has an information icon (i) to its right. At the bottom, there are two buttons: 'Back' and 'Save and Continue'. The 'Save and Continue' button is highlighted.

Screenshot 24 Only the Producer Name and Web Address may be edited. Make any needed changes and click **Save and Continue**. If your business has a new EIN, you need to start a new declaration.

Adding new contacts and editing or deleting existing contacts can be done on the main Contacts page.



Screenshot 25 Existing Contacts on your declaration can be **Deleted** or **Edited** with the links at the bottom of the specific contact. A pop-up will display to confirm anyone you delete.

Adding/Editing a Contact

The Add New Contact button and Edit link will display the same screen, but information will be entered already for contacts in the Edit function.

Contact Form (Editing)

Contact Details

First Name: ✓

Last Name: ✓

Organization Name: ✓

Email address: ✓

Phone Number: ✓

Phone Number Extension: ✓

Address Line 1: ✓

Address Line 2: ✓

City: ✓

State/Province: ✓

Zip: ✓

Country: ✓

Screenshot 26 Contacts you are editing will have information already entered. Make needed changes, then click **Save Contact**.

The window for adding a New Contact (Add) is the same editing. You must add all the new information.

Contact Form (Add)

Contact Details

First Name: X

Last Name: X

Organization Name: X

Email address: X

Phone Number: X

Phone Number Extension: ✓

Address Line 1: X

Address Line 2: ✓

City: X

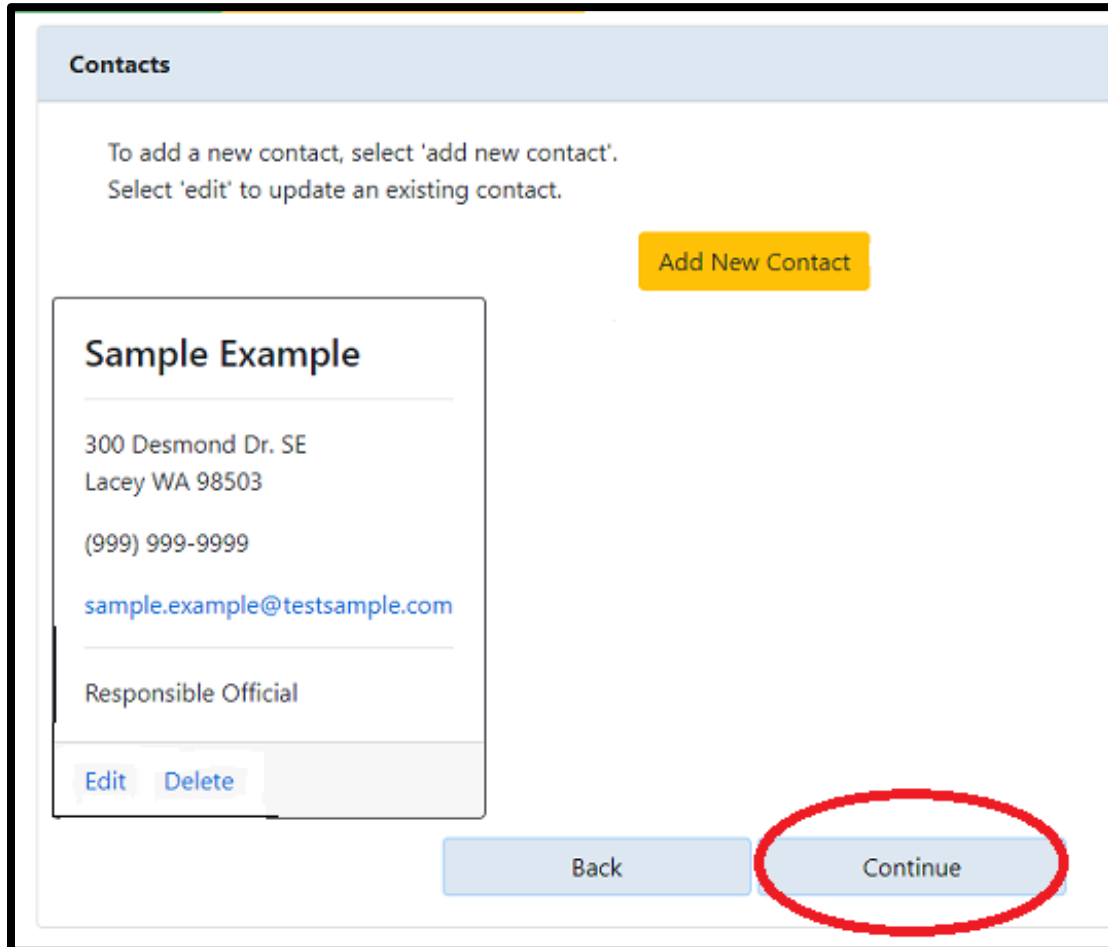
State/Province: X

Zip: X

Country: X

Screenshot 27 Add information for new contacts and click **Save Contact**. The red boxes marked with an 'X' are required information.

Use the **Continue** button anytime on the main Contacts page to advance in the portal.



The screenshot displays a web interface titled "Contacts". Below the title, there is instructional text: "To add a new contact, select 'add new contact'. Select 'edit' to update an existing contact." To the right of this text is a yellow button labeled "Add New Contact". On the left, a sample contact card is shown with the title "Sample Example". The card contains the following information: "300 Desmond Dr. SE", "Lacey WA 98503", "(999) 999-9999", and "sample.example@testsample.com". Below the contact information is a section labeled "Responsible Official". At the bottom of the card are two buttons: "Edit" and "Delete". At the bottom of the page, there are two large buttons: "Back" and "Continue". The "Continue" button is circled in red.

Screenshot 28 Click **Continue** on the Contacts page.

Adding, Editing, and Deleting a Product

For newly added and updated products, their status on your declaration will change to “Undeclared.” You must review and submit your declaration again to change their status to “Declared” and comply with the law.

Product Details

Please add all products that you are declaring compliance for and hit the “Add Product” button to continue. i

Product Type* Bag	Brand Name* PLA BAG
Material Type* Polylactic acid (PLA)	Other Material Type Description Material Description
UPC(s) <small>Please enter all Universal Product Codes (UPC) associated with this product. Please separate each code with a comma.</small> Universal Product Codes (UPCs)	SKU(s) <small>Please enter all Stock Keeping Numbers (SKU) associated with this product. Please separate each number with a comma.</small> 25899566
Other Product Description* PLA bags. 12oz. capacity, green stripe across top and compostable written on one side with certifier logo. characters remaining :1894	
Add Product	

Screenshot 29 To add a new product, fill in the product information and click **Add Product**. A green banner at the top of the page will appear if it was successful.

Products listed in the table will have an **Update** (Edit) or **Delete** option.

The screenshot shows a web interface for managing products. At the top left is an "Add Product" button. Below it is a table with the following columns: Product Type, Material Type, Brand, Other Product Description, UPC(s), SKU(s), and Action. The table contains three rows of product data. The "Action" column for each row contains "update" and "delete" links. The "delete" link for the first row is highlighted with a red box. Below the table is a "Producer Products" label and two buttons: "Back" and "Continue".

Product Type	Material Type	Brand	Other Product Description	UPC(s)	SKU(s)	Action
Cups	Compostable Plastic PLA	Sample Cup	8 oz. PLA cups. Green band around rim, certified by BPI (embossed on bottom), "compostable" written on the side	999999999999	9999999	update delete
Mixed Cutlery	Bamboo Compostable Plastic	Sample Forks and Knives	12-pack of mixed bamboo cutlery coated with a compostable plastic. Certified by CMA, colored green with brown tips.	111111111111 222222222222	28519878 25198452	update delete
Bag	Poly(lactic acid) (PLA)	PLA BAG	PLA bags. 12oz. capacity, green stripe across top and compostable written on one side with certifier logo.		25899566	update delete

Producer Products

Back Continue

Screenshot 30 Use the **Update** and **Delete** actions to edit or delete products on your declaration. When you press **Delete**, a pop-up will appear asking you to confirm. **The delete action cannot be undone. If you accidentally delete a product you will need to re-enter it.**

The screenshot shows the "Edit Product" form. It has a title bar with "Edit Product" and a close button. The form contains several fields: "Product Type*" (dropdown menu with "Bag" selected), "Brand Name*" (text input with "PLA BAG"), "Material Type" (dropdown menu with "Poly(lactic acid) (PLA)" selected), "Other Material Type Description" (text input with "Material Description"), "UPC(s)" (text input with placeholder text "Please enter all Universal Product Codes (UPC) associated with this product. Please separate each code with a comma." and "Universal Product Codes (UPCs)"), "SKU(s)" (text input with placeholder text "Please enter all Stock Keeping Numbers (SKU) associated with this product. Please separate each number with a comma." and "25899566"), and "Other Product Description" (text input with "PLA bags. 12oz. capacity, green stripe across top and compostable written on one side with certifier logo."). At the bottom right are two buttons: "Update" (blue) and "Close/Cancel" (red).

Screenshot 31 Clicking **Update** will open a new window where you can edit a product's information. When you have made your changes, click **Update** again. Or click **Close/Cancel** to go back without saving changes. Click **Continue** at the bottom of the Products page to go to Documents.

Adding and Deleting Documents

Supporting documents can be deleted or added at any time.

Documents

Optional - Please attach any associated documentation to support your product compliance. After selecting your file and providing a description, please click 'Add File' to complete the upload before continuing. i

File to Upload

Select File Browse

File Description

File Description

Add File

File	Description	Action
samplecup_BPI_cert.pdf	Certification from BPI for Sample Cups	delete
samplefandk_cma_cert.pdf	Certification from CMA for Sample Forks and Knives	delete

Attached Documentation

Back Continue

Screenshot 32 Add new documents by clicking the **Browse** button, then finding the file on your computer and uploading. Type a file description and click **Add File**. **If you click Continue before Add File, your document will not be saved.** To delete a file, use the **Delete** link. A pop-up will appear asking you to confirm. **Once you confirm and a document is deleted, this is permanent.** You will need to re-add any accidentally deleted files.

Review and Submit

Review the information in your declaration. Go back for edits and **Submit** when complete. Remember, any product you added or updated has now been marked “Undeclared.” You need to complete the submission again (and each time after) to fully comply with the law and declare your product(s) as compliant.

Review and Submit

Review and verify your declaration is correct.
If your declaration is correct, click 'submit'.
To update any detail in your declaration, click 'back'.

Test Sample Organization
Federal Tax ID (EIN): 22-5665854
Web Address: testsample.com

Contacts

Name	Organization	Address	Phone	Email	Contact Type
Sample Example	Test Sample Organization	300 Desmond Dr. SE Lacey, WA 98503	(999) 999-9999	sample.example@testsample.com	Responsible Official

Producer Contacts

Products

Product Type	Material Type	Brand	Description	UPC(s)	SKU(s)
Cups	Compostable Plastic PLA	Sample Cup	8 oz. PLA cups. Green band around rim, certified by BPI (embossed on bottom), "compostable" written on the side	999999999999	9999999
Mixed Cutlery	Bamboo Compostable Plastic	Sample Forks and Knives	12-pack of mixed bamboo cutlery coated with a compostable plastic. Certified by CMA, colored green with brown tips.	000000000000 222222222222	28519878 25198452

Producer Products

Documents

File	Description
samplecup_bpi_cert.pdf	Certification from BPI for Sample Cups
samplefandk_cma_cert.pdf	Certification from CMA for Sample Forks and Knives

Attached Documentation

Back

Submit

Screenshot 33 Use the **Back** button to return and add/edit information, if needed. Once everything is correct, click **Submit** to certify your declaration.

Click Submit Again to Certify

Completing your declaration requires a checkbox and a second **Submit** button.

Declaration of Compliance ×

By submitting this form, I certify that the products listed on this declaration meet the requirements of Washington's Plastic Product Degradability, chapter 70A.455 Revised Code of Washington (RCW). All products labeled as compostable that are sold, offered for sale, or distributed in Washington must feature labeling with:

1. Third-party certification, showing the products are compostable in industrial settings. (Applicable scientific standards vary depending on product and material types.)
2. The written word "compostable."
3. Green, beige, or brown labeling, striping, or tinting, marks, or other design patterns.

Products made entirely from wood (including renewable wood), and products made from more than 98% fiber with no plastic or wax additives, liners, etc. do not need to be listed on a declaration or feature the labeling requirements above.

☒ I have read and certify the above statements in full By clicking Submit, I certify the information provided in this form is accurate, and I have authority on behalf of the Producer to provide this information.

Submit Cancel

Screenshot 34 A pop-up will appear reminding you of the labeling requirements for compostable plastics in Washington. Read this thoroughly and **check the box** next to the statement to show you have read and certify. Click **Submit** to send your declaration to Ecology staff.

If your declaration was submitted successfully, you will automatically return to the Home screen of the portal.

Plastic Product Degradability (RCW 70A.455)

Thank you, we have received your Declaration of Compliance.

Declaration of Compliance

Submit a declaration of compliance.

Producers of compostable products, including bags, film products, and food service products shall submit a declaration of compliance to the Department of Ecology.

Please submit only one declaration per business. To edit or update your declaration select "edit" from "My Declarations" below.

[Submit a new Declaration](#)

My Producer Declarations

Test Sample Organization

EIN - 22-5665854

testsample.com

Contacts	
Name	Email
Sample Example	sample.example@testsample.com

Products	
Product Type	Brand
Cups (Compostable Plastic)	Sample Cup
Mixed Cutlery (Bamboo)	Sample Forks and Knives

Documents	
File	
samplecup_BPI_cert.pdf	
samplefandk_cma_cert.pdf	

Edit

View

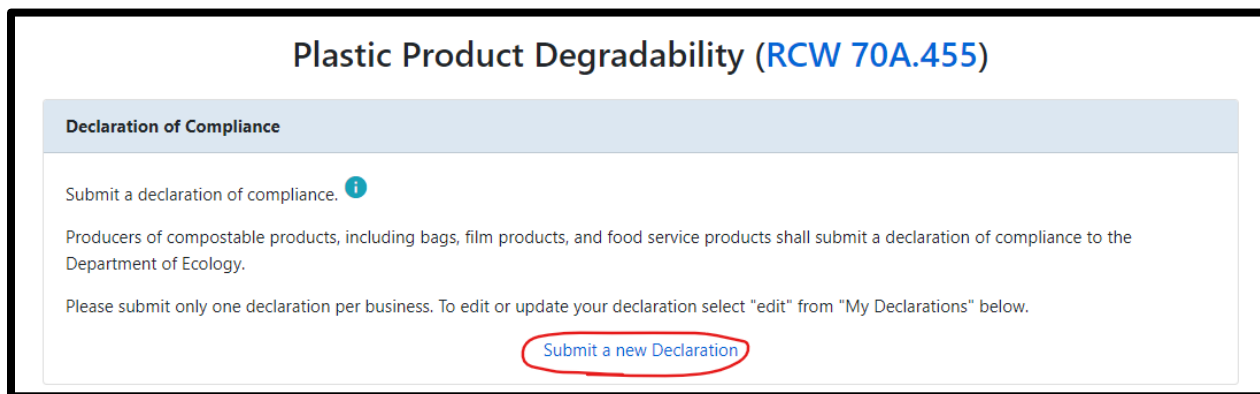
Submission History

Submission Date	Submitted By	Declaration
10/18/2023	Patrick Merscher	CompostProductDeclaration_1045.pdf

Screenshot 35 A green banner will show at the top, and the submission history will show at the bottom. Products that were included as part of a declaration will show as 'Declared.' Products labeled 'Undeclared' are not listed on a certified declaration. An email confirmation will also be sent.


Requesting Access to an Existing Declaration

If a producer's account already exists for your business, you may request access to that account. The easiest way to do this is by entering the Waste Reduction Portal and the Plastic Product Degradability database.



Plastic Product Degradability (RCW 70A.455)

Declaration of Compliance

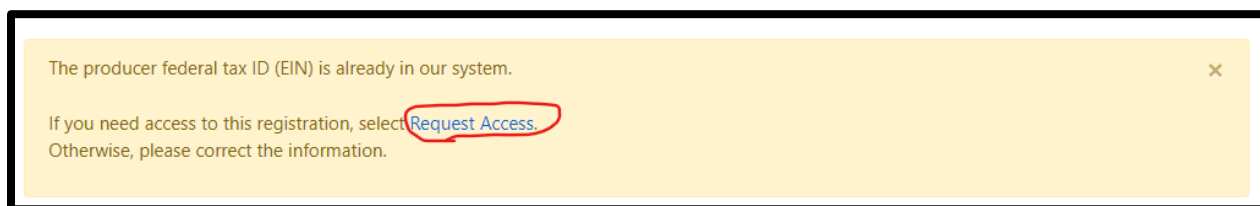
Submit a declaration of compliance. 


Producers of compostable products, including bags, film products, and food service products shall submit a declaration of compliance to the Department of Ecology.

Please submit only one declaration per business. To edit or update your declaration select "edit" from "My Declarations" below.

[Submit a new Declaration](#)

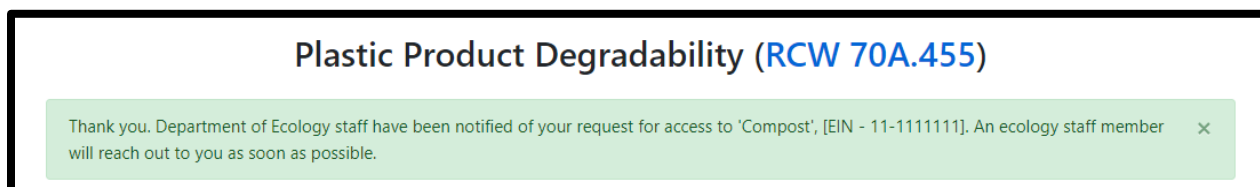
Screenshot 36 From the Home page, click the **Submit a New Declaration** link. Enter in the producer's name and your Federal Tax ID (EIN). Click the Save and Continue button.




The producer federal tax ID (EIN) is already in our system. 

If you need access to this registration, select [Request Access](#). Otherwise, please correct the information.

Screenshot 37 A message will popup allowing you to request access to the system. Click on the **Request Access** link.



Thank you. Department of Ecology staff have been notified of your request for access to 'Compost', [EIN - 11-1111111]. An ecology staff member will reach out to you as soon as possible. 

Screenshot 38 A green header will appear, and you will receive a confirmation email when Ecology receives your request. Ecology will grant or deny access and may reach out to the producer with questions. You will receive an automatic email message if Ecology approves your request. Complete the sign in process again and your business will be listed under "My Producer Declarations."

If you do not see this message, you may register as a new producer **OR** contact Ecology's Organics Management Team at organics@ecy.wa.gov.