

How to valide my ingredients?

This document has been completely revised, modifications do not appear.

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Your ingredient list is available on the Green Portal.

It gathers the approval of your ingredients under the ECOCERT and/or COSMOS standard(s). Ingredients must be approved under each standard for which you wish to use them (there will be one line per standard in the GreenPortal).

This list must contain **ALL** the ingredients that will be used in your formulas in the future, as well as all the suppliers. Before the submission of a new formula, the list of ingredients have to be completed if necessary, and new ingredients or new suppliers have to be approved by Ecocert before any use.

A. How to complete the ingredient List

To know how to submit a new ingredient, please refer to the **GreenPortal User guide**.

Important points to note:

- If you have several suppliers for one ingredient, you have to submit each couple of supplier/commercial name in the ingredient submission.
- If an ingredient is used under both ECOCERT and COSMOS standard, it has to be submitted and approved separately, and will appear in two different lines on the list. In the case of several suppliers, all the supplier/commercial name couples will have to be approved under each standard.
- If some of the ingredients are supplied by the brand owner, indicate it in the comment section.
- If the manufacturer of a raw material wish to keep the questionnaire's information confidential, it is possible to directly send us the documents by e-mail. These documents won't be added on the GreenPortal, and only the approval status will be displayed.

NB: It is possible to duplicate an existing ingredient to create a new one (modification of standard, commercial name, INCI ...).

B. What are the necessary documents for the approval of an ingredient?

Every ingredient have to be approved by Ecocert. Several documents have to be submitted on the GreenPortal depending on the nature of the ingredient:

CPAI: Chemically Processed Agro Ingredient
DLS: Dynamic Light Scattering (analys method)
F305: Excel file for extract formula
F383: Formulary for CPAI
F400: Formulary for ZnO and TiO2
GP: Greenportal
SEM: Scanning Electron Microscopy
MSDS: Material Safety Data Sheet
RMQ: Raw material Questionnaire
TDS: Technical Data Sheet

		Which submission on the GreenPortal?	Approval under the ECOCERT standard	Approval under the COSMOs standard
1	Ingredient on the Ecocert RM database under ECOCERT	INGREDIENT FROM THE RAW MATERIAL APPROVAL SERVICE	Already checked under ECOCERT / no document necessary	See below n°15
2	Ingredient on the Ecocert RM database under COSMOS		See below n°15	Already checked under COSMOS / no document necessary
3	Ingredient on the global RM database under COSMOS	INGREDIENT NOT FROM APPROVAL SERVICE	See below n°15	Already checked under ECOCERT / no document necessary Comment section « Cosmos Approval by another Certification Body »
4	Perfume from a perfumer committed with ECOCERT	PERFUME FROM THE PERFUME APPROVAL SERVICE	No document necessary / perfumer contacted by the certification officer	
5	Perfume from another perfumer	INGREDIENT NOT FROM APPROVAL SERVICE	RMQ + TDS + MSDS	
6	Synthetic ingredient listed in the appendix		TDS +MSDS	
7	Ingredient from Organic Farming		Organic certificate + TDS	Organic certificate + TDS + F383 if CPAI
8	Ingredient certified organic under a cosmetic standard		Certificate (under ECOCERT or COSMOS, SOIL, ICEA, BDIH, QF) + TDS + MSDS	Certificate ECOCERT or COSMOS + TDS + MSDS + F383 if CPAI
9	Aqueous Extract		TDS + Organic Certificate/RMQ and MSDS if applicable+ If bought : F305 If made : submission of the formula on the GP	
10	Non-aqueous Extract		TDS + Organic Certificate/RMQ and MSDS if applicable+ If bought : F305 If made : submission of the formula on the GP	
11	Mineral and mineral origin ingredients		RMQ + TDS + MSDS	
12	mineral origin ingredients not listed in Appendix	Have to be studied by the committees		
13	TiO2 et ZnO as UV Filter	INGREDIENT NOT FROM APPROVAL SERVICE	RMQ + TDS + MSDS + F400	NOT COMPLIANT
14	TiO2, ZnO (non UV Filter), CeO, silice		RMQ + TDS + MSDS + F400	RMQ + TDS + MSDS + SEM + DLS (with conclusion)
15	Other ingredients		RMQ + TDS + MSDS	

1. Ingredients from the raw material approval service

If you wish to use a raw material approved on the online database (ECOCERT and COSMOS) available at <http://ap.ecocert.com/ecoproducts/> (client login and password identical to the ones for the connection to Greenportal / Client Portal), submit the ingredient on the GreenPortal under **INGREDIENT FROM THE RAW MATERIAL APPROVAL SERVICE** and search the raw material by its commercial name, the supplier's name **or** its INCI/Chemical name by filling the concerned section.

It gathers all the raw material approved by ECOCERT for both standards. No document is necessary.

If you wish to use a raw material approved on the COSMOS database by another certification body, available at <http://www.cosmos-standard-rm.org/> (password: COSMOSRM), submit the ingredient on the GreenPortal under **INGREDIENT NOT FROM APPROVAL SERVICE** with the same commercial name and supplier than on the database. Add in the comment section "Cosmos Approval by another Certification Body". No document is necessary

An attestation under ECOCERT standard is not recognized for an approval under the COSMOS standard (and vice versa).

Example of an Ecocert attestation of conformity under both standards ECOCERT and COSMOS:



CHECKING OF RAW MATERIALS CONFORMITY ACCORDING TO THE NATURAL AND ORGANIC COSMETIC ECOCERT AND COSMOS STANDARDS

THIS DOCUMENT IS NOT AN ORGANIC CERTIFICATE

Company: **Client XXX**

Application n°2996

F-PIC-057 The present documents must be restored on request. Only the signed original document is valid. Page 1 sur 1

If complying, these raw materials can be used in the formulation of cosmetics certified according to the Ecocert and COSMOS standards. The applicant is responsible for the compliance of its products with general regulation.

Name of the raw material		Function: XXXX	
INCI: XXXXX			
Conformity ECOCERT:	YES	Plant Ingredient :	X % Synthetic Ingredient : Y %
Conformity COSMOS:	YES	PPAI : A %	CPAI : B % Synthetic Moiety : C%
<i>Comments:</i>			

2. Perfumes

For a perfume **from a [committed perfumer](#)** with Ecocert, please submit the ingredient on the GreenPortal under **PERFUME FROM THE PERFUME APPROVAL SERVICE**. A drop-down list of the registered perfumers is available, and you simply have to select the perfumer and indicate the exact reference of the perfume. Your certification officer will then directly contact the perfumer to get the perfume approved.

For the non-committed perfumers, submit the ingredient on the GreenPortal under **INGREDIENT NOT FROM APPROVAL SERVICE**. Attach a technical data sheet of the perfume as well as a Raw Material Questionnaire fully completed and signed by the manufacturer.

All the ingredients used in the perfume and the processes to get them have to be described ; if it is not possible to indicate the exact quantities of each ingredients, the total percentage of physically processed and chemically processed ingredients have to be filled

Please note: For COSMOS, only the Ecocert questionnaire available online, or COSMOS questionnaires of other certification bodies are recognized.

3. Synthetic ingredients

The authorized synthetic ingredients are listed below. Please provide a technical data sheet and a material safety data sheet for their validation. The questionnaire is not necessary for these ingredients.

Ingredient (INCI Name)	Function
Benzoic acid and its salt	Preservative
Benzyl alcohol	Preservative
Dehydroacetic acid and its salt	Preservative
Salicylic acid and its salt	Preservative
Sorbic acid and its salt	Preservative
Tetrasodium glutamate diacetate	Chelating agent (Accepted only for soaps for COSMOS)
Tertiary butyl alcohol	Denaturing agent (by derogation)
Isopropyl alcohol	Denaturing agent (by derogation)
Denatonium benzoate	Denaturing agent (by derogation)



Where required by law, the use of a denaturing agent not compliant with the standard will be studied by the committees.

4. Ingredients from Organic Agriculture

Submit the ingredient on the GreenPortal under **INGREDIENT NOT FROM APPROVAL SERVICE**.

You must provide us a certificate attesting the compliance with the organic production method for the ingredient. The supplier's license is not sufficient to approve these

ingredients. Please also provide us a technical data sheet precisng the exact composition of the ingredient

For COSMOS only, you have also to provide the form **F383(COS)en - Additional information for Organic certified Chemically Processed Agro Ingredients** if it is a chemically transformed ingredient (alcohol, glycerin, hydrogenated oil...).

Please note that for COSMOS, there is a list of ingredients (Appendix VI and VII) that must be used in organic quality if used in the manufacturing of certified products under the COSMOS ORGANIC grade.

Please note:

- Make sure that your certificates have been issued by recognised certification bodies for the standards NOP, JAS, European regulation, etc.
- An ingredient which has a food certificate but that contains a non-authorized component (ex: meat), cannot be accepted.
- A sample of a certified ingredient cannot be used for manufacturing finished products / bulks / ingredients (not covered by the certification).
Every product or ingredient which claims mentions such as: « free sample – cannot be sold » will be considered as a sample.
- It is possible to re-constitute any native juice dehydrated in its initial content (ex: milk, aloe vera). If this one was certified, the reconstituted juice would be also validated as organic unless the dehydrated juice was preserved. For the COSMOS standard, the reconstitution must be done before adding to a formulation.

5. Ingredients certified under a cosmetic standard

Submit the ingredient on the GreenPortal under **INGREDIENT NOT FROM APPROVAL SERVICE**.

You must provide us a copy of the corresponding certificate. It is important to check that your ingredient is listed on the certificate.

For COSMOS only, you have also to provide the form **F383(COS)en - Additional information for Organic certified Chemically Processed Agro Ingredients** if it is a chemically transformed ingredient (alcohol, glycerin, hydrogenated oil...).

These cosmetic certified raw materials must contain certified organic ingredient without any required minimum.

Please note:

For Ecocert, only the Ecocert cosmetic certificates, the COSMOS cosmetic certificates and the cosmetic certificates of the other founding members of the COSMOS AISBL (Soil association, ICEA, Qualité France, BDIH) under their own standards are directly recognized.

For COSMOS, only the COSMOS or Ecocert cosmetic certificates are accepted.

An ingredient certified according to the COSMOS standard but containing a non-authorized ingredient for the Ecocert standard (ex: oxide of tin), cannot be accepted for the Ecocert standard.

An ingredient certified according to the COSMOS standard but with ingredients such as absolute, concrete, or resinoid extract with a solvent authorized with restriction (Appendix V.2), can be used only for COSMOS NATURAL certified products and not for COSMOS ORGANIC certified products or Ecocert certified products.

6. Plant Extracts

Submit the ingredient on the GreenPortal under **INGREDIENT NOT FROM APPROVAL SERVICE**.

If you manufacture this extract, the submission will be done in two steps:

- 1- Submit the ingredients included in the extract.
- 2- Submit the corresponding formula (see the Formula guide TS012 – Formulas).

If you buy this extract, you have to submit the extract and attach the corresponding Excel formula.

In addition to that, the same rules as for other ingredients are applicable:

- Certified extract : submit the organic certificate and the technical data sheet
- Non-certified extract: Submit the questionnaire, technical data sheet and material safety data sheet

For the aqueous plant extracts (hydrolates, hydro alcoholic extracts, hydro glycolic extract...), please submit:

- ECOCERT: the Excel file **F305(GC)en - Formula for aqueous plant extract ECOCERT**
- COSMOS: the Excel file **F305(COS) - Aqueous extract COSMOS**

For the non-aqueous extracts (macerate ...), please submit:

- ECOCERT: the excel file **F007(GC)en - Formula for finished products ECOCERT** (for oil maceration for example)
- COSMOS: The excel file **F306(COS)en - NON Aqueous extract COSMOS**

7. Other ingredients

Submit the ingredient on the GreenPortal under **INGREDIENT NOT FROM APPROVAL SERVICE**.

For all the other ingredients, please provide us a technical data sheet, a material safety data sheet and a raw material questionnaire completed and signed by the manufacturer. It is important to know the nature of all the components and their process.

If your ingredient is an extract or contains an extract, please also provide the formula files describe in the article 6.

The auxiliaries are also submitted to validation and must not be made with forbidden processes.

What we call an auxiliary is any component deliberately used in necessary and sufficient quantity to allow, facilitate or optimize a stage of the manufacturing of an ingredient but which does not find itself in the final ingredient.

Ex: catalyst

Please note:

- For COSMOS, only the Ecocert online questionnaire and the COSMOS questionnaires of the other certification bodies are acceptable.
- An emulsified base is not considered as an ingredient.
- Mercurial soda or potash are authorized by exemption until the 31/12/2016 for the ECOCERT standard and the COSMOS standard.

Important points to note:

- The questionnaire **must be completed and signed by the manufacturer** and not the supplier of the raw material.
- For a fermentation/biotechnological process, a declaration of all the components of the environment of the fermentation/culture is compulsory.
- The use of a synthetic perfume/coloring agent is forbidden, regardless of the quantity.
- The ingredients from mineral origin are listed in the technical sheet TS034 for the Ecocert standard and in the Appendix IV for the COSMOS standard. The use of another ingredient from mineral origin must be submitted to the committees through the submission of a technical file.
 For ECOCERT, please have completed the **F400(GC)v02en-additional attestation for minerals** for the TiO₂ and ZnO.
 For COSMOS, TiO₂ and ZnO cannot be used as UV filter, regardless of their size.
For any other use, these two ingredients – as well as CeO₂ and silica – are allowed if the manufacturer can provide a DLS (Dynamic light scattering) and SEM (Scanning electron microscope) to attest of its non-nanoparticulate size.
- A sample of a non-organic raw material can be accepted if the traceability is compliant on the label/delivery note.

8. Examples for the organic calculation for the chemically transformed ingredients

Example 1: Case for ingredients for which the incorporated weight of reagents is unknown (H₂ for example)

Hydrogenation of organic olive oil:

% organic = Molar weight of the organic moieties of hydrogenated olive oil / molar weight of the hydrogenated olive oil

In this case, the organic moieties of the hydrogenated olive oil come from the organic olive oil → the molar weight of the organic olive oil will be taken into account.

	Organic Olive oil	Hydrogen	Hydrogenated oil
Molar Weight (g/mol)	885	2	891
Weight of reagents (kg)	100	?	100.7

$$\% \text{ organic} = 885/891 \times 100 = 99.3\%$$

Example 2: Case for ingredients for which the incorporated weight of reagents is known

Reaction between organic hydrogenated olive oil and non-organic alcohol:

Organic % of the ingredient = weight of organic reagents / weight of all reagents

The organic % is weighted by the organic and non-organic reagents recycled or eliminated and by the final content in terms of active substance.

$$\% \text{ organic} = (\text{Weight organic reagent} - \text{Weight organic recycled/eliminated reagents}) / (\text{Weight reagents} - \text{Weight recycled/eliminated reagents}) \times \% \text{ active substance}$$

Information given by the manufacturer:

% organic hydrogenated oil: 99.3%.
No recycling/elimination of reactants or by-products.
No water, % active substance: 100%.

	Hydrogenated olive oil	Alcohol	Ester
Molar Weight (g/mol)	891	270	537
Weight of reagents (kg)	100	90.9	180.8

$$\% \text{ organic} = (100 \times 0.993 - 0) / (100 + 90.9 - 0) \times 100 = 52\%$$