

## Guide for the validation of your formulas

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

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### 1. Reminder about the composition rules of a finished product:

#### ECOCERT standard:

	Natural	Natural and Organic
<b>% ORGANIC</b>	Minimum 5 %	Minimum 10 %
<b>% ORG PLANT / % PLANT</b>	Minimum 50 %	Minimum 95%
<b>% SYNTH</b>	Maximum 5 %	Maximum 5 %

**COSMOS standard:**

	Natural	Organic
<b>% ORGANIC</b>	No minimum organic % required	20 % 10 % for rinse-off products, non-emulsified aqueous products, and products with at least 80% minerals (make-up products for example)
<b>% ORG PPAI / % PPAI</b>	/	95 % Some PPAI have to be organic (see Appendix VI)
<b>% ORG CPAI / % CPAI</b>	/	Some CPAI have to be organic (See Appendix VII)
<b>% SYNTH</b>	No maximum % (concerned ingredients are limited by the general regulation) Synthetic moieties are authorized at 2% maximum of the finished product	

## 2. Generalities:

Your formula have to be submitted on the GreenPortal. Please refer to the GreenPortal User guide to see in detail how to submit a formula.

Be careful that the total ingredient % is equal to 100%

A formula can be used for a finished product (ECOCERT: Product formula; COSMOS: Non-rinsed product Formula OR Formula for Rinsed off product or Powder or Lotion) or an ingredient (ECOCERT: Raw material Formula; COSMOS: Raw material formula).  
Some formulas (extract, soap) can be used either for a finished product or an ingredient.

### a. Process specificity: Adjustment of pH, viscosity, etc.

In the case where you are using pH or viscosity adjuster, and that the quantity can change for one production to another, please submit in the formula the maximal quantity. Real quantity can be regulate for each production and balanced with water.

### b. Process specificity: Weighting

In practice, a deviation of 1% on the scaling equipment is tolerated compared to the quantities declared on the GreenPortal and approved by your certification officer.

### c. Process specificity: Evaporation of water

If, during you production, you take into account the water loss due to evaporation and want to add more water than the quantities declared on the approved formulas by Ecocert, you will have to justify during the audit by showing studies that prove this loss. If not possible, you will have to declare the exact introduced quantities in your formulas.

It is possible to submit a formula even if all the ingredients have not been approved yet, but it will not be treated immediately. The ingredients have to be validated before the formula can be checked.

### 3. Specific cases:

#### a. Plant Extracts

Formulas under GreenPortal are different depending if it concerns an aqueous extract or not.

All the ingredients have to be listed in your list of ingredients, unless you buy the ingredient, in which case the manufacturer of the extract will have to fill in an Excel Extract formula (out of the-GreenPortal), available on the Ecocert website or on request.

#### Aqueous extract:

	ECOCERT	COSMOS
<b>Plant extract</b>	Use the ECOCERT Extract Formula	Use the COSMOS Aqueous Extract Formula
<b>Ratio fresh plant/dry plant</b>	4 or ratio specified by the manufacturer	wood, bark, seeds, nuts and roots: 2.5 leaves, flowers: 4.5 fruits: 8 or ratio specified by the manufacturer
<b>Mixture of organic and non-organic plants</b>	Tolerated	Tolerated One same plant cannot be use under a conventional grade and an organic grade at once
<b>Alcohol</b>	Organic or not	Organic if the plants are organic If this alcohol is non-organic, the extract can be approved, but will not be counted as organic.  Be aware that according to Appendix VI, some extract have to be organic
<b>Calculation of the organic %</b>	<b>Based on the quantity of dry plant</b> 100% organic if the ratio dry plant / extract > 5	<b>Based on the quantity of fresh plant</b> 100% organic if the ratio fresh plant / extract = 1

#### Non-aqueous extracts (ex: oil maceration):

→ **ECOCERT:** Use the Product Formula

Ex: oil maceration realized with 6% of non-organic dry flower + 4% of organic dry fruit + 90% of organic oil

% organic = 90 + 4 = 94%

→ **COSMOS** : Use the Non-aqueous extract Formula

## b. Liquid and/or solid soaps

The soap formula have to be submitted on the GreenPortal (Ecocert: Soap formula ECOCERT; Cosmos: Soap formula COSMOS)

Be careful, if you use a soap base directly bought to a supplier and only add essential oils, perfumes... you have to use the classic product formula.

### Important issues:

**Be careful: do not indicates the glycerin and fatty acids derived from the saponification as ingredients. Only the introduced ingredients have to to be completed.**

Do not forget to indicate the final soap quantity obtained, as well as eventual residual soda or potash. For a solid soap, the final quantity is the one of the dry soap.

## 4. Purchased ingredients :

If you are buying an extract or a soap, an Excel formula will have to be completed by the manufacturer.

### a. Aqueous extracts

⇒ **ECOCERT**

The manufacturer have to complete the cells in light green of the Excel "F305 - Formula for aqueous plant extract ECOCERT"

Aqueous extract n°: <b>1</b>							To be filled by the company					
Product name: <b>Rosemary Extract</b>							Protected					
To be filled by the company							To be filled by ECOCERT					
Ingredients	Ingredient code	INCI	Commercial name	Supplier	Organic (Y/N)	Quantity used during the process (kg)	Composition (%)	% Plant	% Organic Plant	% Organic Animal	% Synth	Conformity
WATER	111	aqua	water	AAA		40	57,10%	100,00	100,00	0,00	0	
Dry plant (Dry plant = 1/4 of Fresh plant)	222	Rosmarinus officinalis	Organic Rosemary	BBB	Y	20	28,55%	100,00	100,00	0,00	0	
Dry plant 2												
Dry plant 3												
Dry plant4												
Alcohol												
Glycerin	333	Glycerin	Glycerin	CCC	N	10	14,28%	0	0	0	0	
Oil or other plant ingredients												
Synthetic ingredients	444	Sodium Benzoate	Sodium Benzoate	DDD	N	0,05	0,07%	0	0	0	100	
Other ingredients												
<b>TOTAL</b>						<b>70,05</b>	<b>1,00</b>					
Quantity of final extract obtained (kg)						55	Final extract					
Ratio <b>Organic</b> dry plant(s)/Final extract						36,36	% Plant 85,653					
Ratio dry plant(s)/Final extract						36,36	% Organic 85,653					
							% Synth 0,071					
% Total of natural origin ingredients on the total of ingredients						99,929	Y					
% Total of organic plant ingredients on the total of plant ingredients						100,000	ORGANIC					
% Total of organic ingredients on the total of implemented ingredients						85,653	ORGANIC					

⇒ **COSMOS**

The manufacturer have to complete the cells in light blue of the Excel « F305 - Aqueous extract COSMOS ».

Water does not need to appear in the part 3 « Solvents and additives ». This information is available through the cell « Quantity of the final extract ».



Aqueous Extract n° 1  
 Name of the product : Rosemary Extract

To be completed
Completed by ECOCERT

**1 - Quantities of fresh plants processed**

Ingredients	ing Code	INCI	Commercial Name	Supplier	ORG?	Quantity introduced into process (KG)	Conf.
Fresh plant		Rosemarinus Officinalis	Rosemary	X	Y	90,00 KG	

**2 - Ratio of the extract**

Quantity of the final extract (KG)	100,0000 KG
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Org Ratio	1,000
non org ratio	0,000

**3 - Adding solvents and additives**

Ingredients	ing. Code	INCI	Commercial Name	Supplier	% in the final extract	% Synth	% PPAI	% CPAI	% ORG PPAI	% ORG CPAI	Conf.
Alcool		Alcohol	Ethanol	Y	20,00%	0	0	100	0	100	
Others		Citric Acid	Citric Acid	Z	0,50%	0	0	100	0	0	
		Sodium Benzoate	Sodium Benzoate	W	0,45%	100	0	0	0	0	

**4 - Percentage of the final extract**

% Synth	% PPAI	% CPAI	% ORG PPAI	% ORG CPAI	% ORG
0,450%	79,050%	20,500%	79,050%	20,000%	99,050%

**Assistance for calculating the ratio of Fresh plants on Dry plants**

Category	Ratio
Wood, Bark, nuts and Roots	2,5
Leaves, flowers and aerial parts	4,5
Fruits	8

If you measured the exact ratio, please specify : (a proof should be provided)

$$\text{Ratio} = \frac{\text{Fresh plants}}{\text{Dry plants}}$$

Calcul of equivalent fresh weight of dried plants			
Category	Ratio	Dried Plants Quantity (KG)	Result
Leaves, flowers and aerial parts	4,50	20,00 KG	90,00 KG

## b. Non-aqueous extracts

This part concerns for instance oils maceration.

⇒ **ECOCERT**

Use the Excel "F007 finished product formula ECOCERT"

⇒ **COSMOS**

The manufacturer have to complete the cells in light blue of the Excel « F306(COS)v03en - NON Aqueous extract COSMOS ».



5/ **NON** Aqueous Extract n° 1  
Name of the product : Oil macerate of Rosemary

To be completed
Completed by ECOCERT

### 1 - Quantities of fresh plants processed

Ingredients	ing. code	INCI	Commercial Name	Supplier	ORG ?	Quantity introduced into process (KG)	Conf.
Fresh plants		Rosemarinus Officinalis	Rosemary	X	O	90 KG	

### 2 - Adding solvents and additives

Ingredients	ing. code	INCI	Commercial Name	Supplier	Quantity introduced (KG)	% Synth	% PPAI	% CPAI	% PPAI ORG	% CPAI ORG	Conf.
Alcool											
other ingredients		Coconut oil	Coconut Oil	Y	180 KG	0	100	0	100	0	
		Palm oil, tocopherol	Palm oil	Z	30 KG	0	100	0	0	0	

### 3 - Percentage of the final extract

% Synth	% PPAI	% CPAI	% PPAI ORG	% CPAI ORG	% ORG
0,000%	100,000%	0,000%	90,000%	0,000%	90,000%

### c. Soaps

#### ⇒ ECOCERT

The manufacturer have to complete the cells in light green of the Excel « F307 - Soap formula ECOCERT».

PRODUCT Nr: 1						To be filled in by the company						
Product name: Soap						Protected						
TO BE FILLED IN BY THE COMPANY						TO BE FILLED IN BY ECOCERT						
Ingredients of the SOAP BASE	Ingredient code	INCI name	Commercial name	Supplier	Weight (kg)	Composition (%)	%Plant (c)	%Organic plant (d)	%Organic animal (b)	%synth (a)	Conformity (Y/N)	
Soap base	111	Palm oil	Palm oil	AAA	10	0.06	100	100		0		
	222	Coconut Oil	Coconut oil	BBB	15	0.10	100	100		0		
						0.00						
						0.00						
						0.00						
						0.00						
Reactional environment for the saponification (Water / floral water)	333	aqua	Water	VVV	120	0.78	0	0		0		
Sodium hydroxide NaOH	444	sodium hydroxide	Soda	JJJ	8	0.05	0	0		0		
Potassium hydroxide KOH						0.00						
Salt NaCl						0.00						
	FIN					% saponification	75,758	75,758				
Formula	555	Sodium Benzoate	Sodium Benzoate	FFF	1	0.01	0	0	0	100		
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
	FIN		Soap base		119	0.99	20,932	20,932		0,000		
<b>TOTAL</b>					<b>120</b>	<b>100,00</b>	<b>20,758</b>	<b>20,758</b>	<b>0</b>	<b>0,833</b>		
Total quantity introduced (kg)					154							
Quantity of Soap obtained (kg) (after drying for solid soap - total quantity for liquid soap)					120							
Remaining KOH or NaOH (after the saponification) (%) (after drying)					0,1							
										Conformity		
% Total of natural origin ingredients on the total of ingredients										99,166		Y
% Total of organic plant ingredients on the total of plant ingredients = (d) / (c)										99,997		ORG
% Total of organic ingredients on the total of implemented ingredients = (d) + (b)										20,757		ORG

#### ⇒ COSMOS

The manufacturer have to complete the cells in light blue of the Excel « F307 - Soap formula COSMOS ».

FINISHED PRODUCT Nr: 3						To be filled in by the company							
Product name: Soap						Protected							
TO BE FILLED IN BY THE COMPANY						TO BE FILLED IN BY ECOCERT							
Ingredients of the SOAP BASE	Ingredient code	INCI name	Commercial name	Supplier	Weight (kg)	Composition (%)	% synthetic moieties = (f)	% Synth = (a)	% PPAI = (b)	% CPAI = (e)	% ORG PPAI = (c)	% ORG CPAI = (d)	Conformity (Y/N)
Soap base	111	Palm oil	Palm oil	AAA	10	0.06	0	0	100	0	100	0	
	222	Coconut Oil	Coconut Oil	BBB	15	0.10	0	0	100	0	100	0	
						0.00							
						0.00							
						0.00							
						0.00							
Reactional environment for the saponification (Water / floral water)	0	aqua	water	VVV	120	0.78	0	0	0	0	0	0	
Sodium hydroxide NaOH	333	Sodium hydroxide	Soude	JJJ	8	0.05	0	0	0	0	0	0	
Potassium hydroxide KOH						0.00							
Salt NaCl						0.00							
	FIN					% saponification			75,758	0,000	75,758	0,000	
Formula	444	Sodium Benzoate	Sodium Benzoate	FFF	1	0.01	0	100	0	0	0	0	
						0.00							
						0.00							
						0.00							
						0.00							
						0.00							
	FIN		Soap base		119	0.99	0,000	0	20,932	0,000	20,932	0,000	
<b>TOTAL</b>					<b>120</b>	<b>0,000</b>	<b>0,833</b>	<b>20,757576</b>	<b>0</b>	<b>20,757578</b>	<b>0</b>		
Total quantity introduced (kg)					154								
Quantity of Soap obtained (kg) (after drying for solid soap - total quantity for liquid soap)					120								
Remaining KOH or NaOH (after the saponification) (%) (after drying)					0,1								
										Conformity			
% ORG PPAI / total PPAI = (c) / (b)										100,000		Y	
% Natural Origin of total = 100 - (f) - (a)										99,167		Compliant	
% of synthetic moieties = (f)										0,000		Y	
% Total of organic ingredients on the total of implemented ingredients = (c) + (d)										20,757		ORG	