

Which documents need to be completed for formulas approval?

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

I. Reminder about the composition rules of a finished product:

Ecocert standard:

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

Cosmos standard:

	Natural	Organic
% ORGANIC	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)
% ORG PPAI / % PPAI	/	95 % At the 31st of December 2012, all PPAI must be organic if available
% ORG CPAI / % CPAI	/	30 % starting from the 31st of December 2014
% SYNTH	No minimum % required (limited by the general regulation) Synthetic moieties are authorized until the 31 st of December 2014 at 2% maximum of the finished product	

II. Generalities:

For each formula submission, the ingredients codes, the INCI names and the suppliers names must be identical to the one declared in the ingredient list.

You have to use one Excel file for each formula.

The % associated to your formula (Example for the Ecocert standard: organic %, natural origin %, organic plant/ plant %) appear once the formula is validated by Ecocert.



1. Finished product formula

You have to use the Excel file [F007\(GC\)en - Formula for finished products ECOCERT](#) for the Ecocert standard.

TO BE FILLED IN BY THE COMPANY					Nature of the ingredient				Compliance (Y/N)
Ingredient Nr or code	INCI denomination	Commercial name	Suppliers	Proportion in the finished product	% Synth = (a)	% Plant ingredients = (b)	% Organic (plant) = (c)	% Organic (animal) = (d)	
15	Aqua (water)	Water	interne	58					
47	Aqua & Aloe barbadensis	Aloe vera gel	A	14					
32	Coco-caprylate	Emulpro	B	6					
32	Donkey milk	Donkey Milk	N	5,25					
32	Glycerin	Glycerin	E	3					
32	Alcohol	Alcohol	M	3					
32	Butyrospermum parkii	Shea butter	G	2					
32	Sodium benzoate	Benz33	H						
32	Milk	Cow Milk	L	1,75					
14	Glyceryl stearate	Antika Z	J	1,2					
333	Parfum	Perfume	K	0,1					
TOTAL:				94,3	0	0	0	0	

Don't let empty line between two ingredients.

Check that the total amount of ingredients is equal to 100%.

		Compliance
% Total of natural origin ingredients on the total of ingredients = 100 - (a)	94,300	Not complying
% Total of organic plant ingredients on the total of plant ingredients = (c) / (b)	0,000	Not complying
% Total of organic ingredients on the total of implemented ingredients = (c) + (d)	0	Not complying



You have to use the Excel file **F007(COS)en - finished product formula COSMOS** for the Cosmos standard.



Don't forget to precise the nature of your product.

Rinsed off product or lotion or powder:

TO BE FILLED IN BY THE COMPANY					Nature of the ingredient						Compliance (Y/N)
Ingredient Nr or code	INCI denomination	Commercial name	Suppliers	Proportion in the finished product	% synthetic moieties = (f)	% Synth = (a)	% PPAI = (b)	% CPAI = (e)	% ORG PPAI = (c)	% ORG CPAI = (d)	
15	Aqua (water)	Water	interne	70,000							
47	Aqua & Aloe barbadensis	Aloe vera gel	A	14,000							
32	Coco-caprylate	Emulpro	B	6,000							
32	Donkey milk	Donkey milk	N	5,250							
32	glycerin	Glycerin	E	3,000							
32	Alcohol	Alcohol	M	3,000							
TOTAL :				101,25	0	0	0	0	0	0	

Don't let empty line between two ingredients.

Check that the total amount of ingredients is equal to 100%.

		Compliance
% ORG PPAI / total PPAI = (c) / (b)		0,000 Y
% ORG CPAI / total CPAI (At the end of the transition period) = (d) / (e)		0,000 Y
% of synthetic moieties = (f) (until the 31st of December 2014)		0,000 Y
% Total of organic ingredients on the total of implemented ingredients = (c) + (d)		0,000 NATURAL

2. Plant extracts

	ECOCERT	COSMOS
Plant extract	Use the file F305(GC)en - Formula for aqueous plant extract ECOCERT	Use the file F305(COS)en - Aqueous extract COSMOS
Ratio fresh plant/dry plant	4 or ratio precised by the manufacturer	wood, bark, seeds, nuts and roots: 2.5 leaves, flowers: 4.5 fruits: 8 or ratio precised by the manufacturer
Mixture of organic and non organic plants	Tolerated	Forbidden
Alcohol	Organic or not	Organic if the plants are organic
Calculation of the organic %	Based on the quantity of dry plant 100% organic if the ratio dry plant / extract > 5	Based on the quantity of fresh plant 100% organic if the ratio fresh plant / extract = 1
Non aqueous extracts (ex : oil maceration)	Use the formula for finished products: F007(GC)en - Formula for finished products ECOCERT Ex : oil maceration realized with 6% of non organic dry flower + 4% of organic dry fruit + 90% of organic oil $\% \text{ organic} = 90 + 4 = 94\%$	Use the file F306(COS)en - NON Aqueous extract COSMOS

- You have only to fulfill the cases in pale green/blue, the calculation of the composition and the percentages will be down automatically.
- The cases in dark green are protected.
- Do not forget to precise the final quantity of your extract.
- Each ingredient must have been validated in your ingredient list unless if you buy the extract. In this case, the column "ingredient code" will be empty.



You have to use the Excel file **F305(GC)en - Formula for aqueous plant extract ECOCERT** for the Ecocert standard.

Aqueous extract n°:
Product name:

To be filled by the company
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	XXX		115	70,77%	33,33	33,33	0,00	0	O
Dry plant (Dry plant = 1/4 of Fresh plant)	222	lavandula	Lavander	YYY	O	2,5	1,54%	33,33	33,33	0,00	0	O
Dry plant 2												
Dry plant 3												
Dry plant4												
Alcohol	444	alcohol	Alcohol	FFF	N	45	27,69%	0	0	0	0	O
Glycerin												
Oil or other plant ingredients												
Synthetic ingredients												
Other ingredients												
TOTAL						162,5	1,00					

Part completed by Ecocert

Quantity of final extract obtained (kg)	150
Ratio Organic dry plant/Final extract	1,67
Ratio NOT Organic dry plant/Final extract	0,00

Final extract	
% Plant	24,103
% Organic	24,103
% Synth	0,000

% Total of natural origin ingredients on the total of ingredients	100,000	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	24,103	ORGANIC

$R = \text{Ratio dry plant} / \text{final extract} = 2.5/150 = 1.6667 < 5$
 The organic % "given" to the water by the organic plant is:
 $(1.6667 \times 100) / 5 = 33.33\%$

The plant extract represents **72.31%** of the final extract (water 70.77% + lavender 1.54%).
The total organic % is $33.33/100 \times 72.31 = 24,1\%$.

You have to use the Excel file **F305(COS)en - aqueous extract COSMOS** for the Cosmos standard.



5/ Aqueous Extract n° XXX
Name of the product : XXX

To be completed
Completed by ECOCERT

Dark blue cases: 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	1111	lavandula	Lavender	AAA	Y	32 KG	O

2 - Ratio of the extract

Quantity of final extract (KG): 150,00 KG Ratio: 0,350

3 - Adding solvents and additives

Ratio=Quantity of organic fresh/(Final extract-solvent)=**31.5**/(150-60)=**0.35**<1 (solvent: glycerin, water is not considered as a solvent)

Ingredients	ing. code	INCI	Commercial Name	Supplier	% in the final extract	% Synth	% PPAI	% CPAI	% PPAI ORG	% CPAI ORG	Conf.
Alcohol	222,00	glycerin	Glycerin	BBBB	40,00%	0	0	100	0	0	O
Other											

Quantity of glycerin: 40x150/100=60kg

4 - Percentage of the final extract

% Synth	% PPAI	% CPAI	% PPAI ORG	% CPAI ORG	% ORG
0,000%	21,000%	40,000%	21,000%	0,000%	21,000%

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	7,00 KG	31,50 KG

To use to know the quantity of fresh plant used when the extract is realised with dry plant.
Here, 7 kg of dry lavender are used: 4.5x7=31.5kg of fresh lavender.

The organic % "given" to the water by the organic plant is **35%** (ratio of 0.35).
% of water + plant is: 100 - 40 (glycerin) = 60%.
The total organic % is 35/100 x 60= 21%.

3. Liquid and/or solid soaps

The file for soaps F307 must be used when you manufacture your own soaps. If you buy a soap base directly, and if you just add essential oils, perfumes..., you have to use the formula for finished products F007.

Significant points:

- This file distinguishes the soap base (water/floral water, oils, sodium or potassium hydroxide) from the ingredients added to perfume, preserve...
- **The glycerin and the fatty acids generated by the saponification do not have to be added to the formula as ingredient. Only the ingredients introduced must be indicated.**
- Don't forget to precise the quantity of soap obtained and the residues of sodium or potassium hydroxide. For a solid soap, the final quantity is the quantity obtained after drying.

You have to use the Excel file **F307(GC)en- Soap formula** for the Ecocert standard.

PRODUCT Nr:
 Product name:

	To be filled in by the company
	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	}	}	}	}	}
	222	coconut oil	Coconut oil	BBB	15	0,10					
						0,00					
						0,00					
						0,00					
						0,00					
Reactional environment for the saponification (Water / floral water)	333	Aqua	Water	VVV	120	0,78					
Sodium hydroxide NaOH	444	Sodium hydroxide	Sodium hydroxide	JJJ	8	0,05					
Potassium hydroxide KOH						0,00					
Salt NaCl						0,00					
	FIN					% saponification	0,000	0,000		0	
Formula	555	Sodium benzoate	Sodium benzoate	FFF	1	0,01					
						0,00					
						0,00					
						0,00					
						0,00					
						0,00					
	FIN		Soap base		119	0,99	0,000	0,000		0,000	
TOTAL					120	100,00	0,000	0,000	0	0,000	

Soap base

Part completed by Ecocert

Additional ingredients
(essential oils, preservatives, ...)

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

Remaining quantity of water (kg) 86

For a **liquid** soap: quantity of the final soap
For a **solid** soap: quantity obtained after drying

		Conformity
% Total of natural origin ingredients on the total of ingredients	100,000	Y
% Total of organic plant ingredients on the total of plant ingredients = (d) / (c)	#DIV/0!	Not complying
% Total of organic ingredients on the total of implemented ingredients = (d) + (b)	0,000	Not complying

You have to use the Excel file **F307(COS)en- Soap formula** for the Cosmos standard.

FINISHED PRODUCT Nr:
Product name: To be filled in by the company
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	Oils	111	palm oil	Palm oil	AAA	15	0,19	} Soap base							
							0,00								
									0,00						
									0,00						
									0,00						
	Reactions environment for the saponification (Water / floral water)	333	aqua	Water	NNN	60	0,76	} Part completed by Ecocert							
	Sodium hydroxide NaOH						0,00								
	Potassium hydroxide KOH	555	potassium hydroxide	Potassium hydroxide	HHH	4	0,05								
	Salt NaCl						0,00								
	FIN					% saponification	0,000	0	0,000	0,000	0,000	0,000			
Formula	Other ingredients						#DIV/0!								
							#DIV/0!								
								#DIV/0!							
								#DIV/0!							
								#DIV/0!							
								#DIV/0!							
	FIN		Soap base			0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
					TOTAL	0	100,00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		

Additional ingredients
(essential oils, preservatives, ...)

Total quantity introduced (kg)	7*
Quantity of Soap obtained (kg) (after drying for solid soap - total quantity for liquid soap)	
Remaining KOH or NaOH (after the saponification) (%) (after drying)	

Remaining quantity of water (kg)	0
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	Conformity
% ORG PPAI / total PPAI = (c) / (b)	0,000
% ORG CPAI / total CPAI (At the end of the transition period) = (d) / (e)	0,000
% of synthetic moieties = (f) (until the 31st of December 2014)	0,000
% Total of organic ingredients on the total of implemented ingredients = (c) + (d)	0,000

For a **liquid** soap: quantity of the final soap
For a **solid** soap: quantity obtained after drying