

# GUIDELINE FOR THE CHECKING OF LABELS AND COMMUNICATION DOCUMENTS

**Warning:** The new statement for chemically processed organic ingredients will be compulsory from January 2012 for any new submission. Old versions will be modified according to new submissions.

*Changes to this document are identified by a vertical line in the margin*

## A. Labels

The labelling project that you must submit to Ecocert for verification and validation has to comply with Ecocert Standard requirements and with the general rules and regulations of every country where the products are to be sold.

If possible, the brand owner, himself, should submit his/her labels for practical reasons.

All labels referring to Ecocert and/or the certification must be submitted for checking and validation by Ecocert **before printing**.

This validation, symbolized by the Ecocert stamp, proves the compliance of your label with the Ecocert Standard for Natural and Organic Cosmetics.

It's your responsibility to ensure that your labels comply with the regulations of the country where the products are to be sold.

### 1. Mentions to indicate for a certified finished cosmetic product:

The articulation between the Standard requirements and the French Code of Consumption dispositions related to the certification is summarized as follows:

- INCI list with an asterisk (or another symbol) on each organic ingredient referring to the mention "**ingredient from organic farming**" and another symbol referring to the mention "**made using organic ingredients**" for chemically processed organic ingredients.

- Certification Characteristics:

- "**XX % of the total ingredients are from natural origin**"
- "**XX % of the total ingredients are from organic farming**"

*If the product is 100% organic, it is possible to write only the mention: "**100% of the total ingredients are from organic farming**" and to not put the asterisk on organic ingredients.*

- **The certification statement:**

**For a natural cosmetic:** "Natural Cosmetic certified by Ecocert Greenlife according to Ecocert Standard available at <http://cosmetics.ecocert.com>"

**For an organic cosmetic:** "Natural and Organic Cosmetic certified by Ecocert Greenlife according to Ecocert Standard available at <http://cosmetics.ecocert.com>"

These mentions must be written together

The mentions altogether must be visible for the consumer when buying the product, and must be displayed on the product's box or case, if there is one. However, all, or a part of these mentions, can be repeated on an attached notice or on an interior packaging.

Certification is for products only. A brand, a packaging, a formula... can't be "certified" by Ecocert.

### Examples of chemically processed organic ingredients:

Alcohol, glycerin, hydrogenated oils, saponified oils...

### Remarks:

- **Percentages:**

Percentages can't be rounded up.

The number of decimals is not imposed by Ecocert, however it is advised to use percentages without decimals.

#### - INCI list:

As the INCI list is of your responsibility, Ecocert doesn't check the order of the ingredients.

Ecocert only checks the concordance between the INCI list and the validated formula. Each difference with the validated formula will have to be justified.

You have the opportunity to complete and sign file F382(GC) - Certificate of conformity of the INCI list according to the validated formula.

By signing this document, you notify ECOCERT that the INCI lists of your labels are compliant with the validated formula. Your certification officer will check the presence of asterisks on the organic ingredients.

If you use an ingredient which is organic and non organic, this ingredient has to appear only once in your INCI list. Consequently, **you can't claim the organic nature of this ingredient** thanks to the asterisk in the INCI list.

Asterisks on allergens are not allowed.

The INCI list for products with only one ingredient is compulsory.

#### - Logo:

You must acquaint with the specification for the use of the Ecocert's logo (TS006(GC)en - Specification for the use of the Ecocert Logo).

No other logo than the Ecocert's logo should be put next to an Ecocert's reference in order to avoid any confusion for the consumer (a derogation could be granted if the packaging is too small).

The used of the Ecocert's logo is not compulsory.

#### - Claims referring to Organic:

The name of a certified product must not make any reference to the word organic, unless it's 95% organic, or if a mention specifies what is *organic* in the product.

Examples when Organic % < 95%:

*Denominations such as "Organic toothpaste" or "Organic cream" are not authorized.*

*The denomination "massage oil with organic ginger" is authorized.*

The wordings "organic range" or "organic care" are not allowed. The denominations "organic certified range" or "organic certified care" are allowed.

Created logo (except those made from Ecocert's logo) such as brand/range names are not checked by Ecocert.

#### - Translation of the INCI list in vernacular language:

If you want to translate the INCI list in common language, please translate the **entire list**. If you want to translate one part of the INCI only (active agents for instance), please make sure that your labelling does not mislead the consumer on the exact product's composition.

#### - Translations and multilingual labels:

You have to check the conformity of your products with the current regulations of the distribution countries of your certified products.

The rules for the approval of labels are, by default, the same for all distribution countries.

The certification statement, the percentages and the reference to organic ingredients must appear at least once, in the same language, on your certified products. If you want to add a certification statement and/or the percentages in another language, they have to be translated correctly and entirely.

Translations are available in French, English, Italian, Spanish and German. For all other languages, you have to submit the translated label in French or English with the form F372(GC-COS)en - Commitment for the conformity of the translations filled.

#### - **Finished product without label:**

The label on the box must be submitted for validation. The name of the finished product and the certification statement must appear on this label. The INCI list and the percentages must be correct if they appear on the label but they are not compulsory.

Besides, the label rules are the same as the ones for finished products with label.

#### - **Minor modification:**

For a minor modification without effect on certification statements, %, logo, INCI list, Organic/Natural claims or the name of the product, the revalidation of the label is not necessary. You have to send, before printing, the new label with a statement specifying the modifications you made.

### **2. Mentions to indicate in the case of a certified raw material for cosmetics**

The mentions to be indicated are:

- **INCI list and/or composition**
- **Certification Characteristics:**  
"XX % of the total ingredients are from natural origin"  
"XX % of the total ingredients are from organic farming" (if the product is 100% organic, this mention is enough)
- **The certification statement:** "Raw material certified by Ecocert Greenlife according to the Ecocert Standard for Natural and Organic Cosmetics available at <http://cosmetics.ecocert.com>"

All these mentions must appear on product's label or on an enclosed technical form. In all cases, the name of the product and the certification body must appear on the label.

If you want to indicate organic ingredients and chemically processed organic ingredients, you have to use symbols referring to "ingredients from organic farming" and "made using organic ingredients".

**Rules regarding the logo, organic claims and the INCI list are the same than the ones for finished cosmetic products.**

A generic label (with only: commercial name + certification statement) can be validated for raw materials if each technical sheet is validated and if you commit yourself to fit the label to the raw material that is sold.

### **3. Mentions to indicate in the case of a service provision (case of a preparer)**

In a case of a service provisioning, you can't refer to the certification of a product.

The statement to be used for your invoices, delivery slips, labels... is:

**"Service provision checked by Ecocert Greenlife"**

## **B. Communication documents**

This concerns TV/radio/press advertisements, websites, samples labels, displays, catalogues, point of sale adverts, notes...

Communication documents referring to Ecocert and/or the certification have to meet labelling rules for finished cosmetic products.

### **You don't have to submit all communication documents for validation.**

A commitment to comply with the previous rules for your communication documents has to be signed (F373(GC-COS)en - commitment for the communication documents) and every text presenting the Ecocert company and/or the certification must be provided and validated (through a communication document or a draft).

You also have to complete and submit the list of communication documents (F374(GC-COS)en - List of communication documents ) to your certification officer.

During inspections, some communication documents are selected by the inspector for validation.

If, following the inspection, a communication document is not complying; the corrected version should be submitted and validated before any new printing/publishing.

### C. Translations

Language		French	German	Italian	Spanish Spain/ <b>South America</b>
<b>Organic ingredients</b>		Ingrédients issus de l'agriculture biologique	Inhaltsstoffe aus kontrolliert biologischem <b>Anbau</b>	Ingredienti prodotti da agricoltura biologica	Ingredientes procedentes/provenientes de la agricultura ecológica/ <b>orgánica</b>
<b>Chemically processed organic ingredients</b>		Transformés à partir d'ingrédients biologiques	Hergestellt mit Bio-Inhaltsstoffen	<b>Trasformati da ingredienti</b> biologici	Hechos/Transformados a partir de ingredientes ecológicos/ <b>orgánicos</b>
<b>Natural origin %</b>		XX % du total des ingrédients sont d'origine naturelle	XX % der gesamten Inhaltsstoffe sind natürlichen <b>Ursprungs</b>	XX % del totale degli ingredienti sono di origine naturale	el XX % del total de los ingredientes es de origen natural
<b>Organic %</b>		XX % du total des ingrédients sont issus de l'agriculture biologique	XX % der gesamten Inhaltsstoffe sind aus kontrolliert biologischem <b>Anbau</b>	XX % del totale degli ingredienti sono prodotti da agricoltura biologica	el XX % del total de los ingredientes procede/proviene de la agricultura ecológica/ <b>orgánica</b>
<b>Certification statement</b>	<b>Finished product</b>	<b>NATURAL</b> Cosmétique Ecologique certifié par Ecocert Greenlife selon le référentiel Ecocert disponible sur <a href="http://cosmetiques.ecocert.com">http://cosmetiques.ecocert.com</a>	Naturkosmetik nach dem Ecocert Standard durch Ecocert Greenlife zertifiziert, Standard verfügbar unter <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>	Cosmetico Naturale certificato da Ecocert Greenlife secondo il disciplinare Ecocert disponibile su <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>	Cosmético Natural certificado por Ecocert Greenlife según el referencial Ecocert disponible en: <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>
		<b>ORGANIC</b> Cosmétique Ecologique et Biologique certifié par Ecocert Greenlife selon le référentiel Ecocert disponible sur <a href="http://cosmetiques.ecocert.com">http://cosmetiques.ecocert.com</a>	Natur-und Biocosmetik nach dem Ecocert Standard durch Ecocert Greenlife zertifiziert, Standard verfügbar unter <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>	Cosmetico Naturale e Biologico certificato da Ecocert Greenlife secondo il disciplinare Ecocert disponibile su <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>	Cosmético Natural y Ecológico/ <b>Orgánico</b> certificado por Ecocert Greenlife según el referencial Ecocert disponible en: <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>
	<b>Raw material</b>	Matière première certifiée par Ecocert Greenlife selon le référentiel Ecocert des Cosmétiques Ecologiques et Biologiques disponible sur <a href="http://cosmetiques.ecocert.com">http://cosmetiques.ecocert.com</a>	von Ecocert Greenlife zertifizierter Rohstoff nach dem Standard für Natur – und Biocosmetik, verfügbar unter <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>	Materia prima certificata da Ecocert Greenlife secondo il disciplinare Ecocert dei cosmetici biologici e naturali disponibile su <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>	Materia prima certificada por Ecocert Greenlife según el referencial Ecocert de los Cosméticos Naturales y Ecológicos/ <b>Orgánicos</b> disponible en <a href="http://cosmetics.ecocert.com">http://cosmetics.ecocert.com</a>
<b>Service provision</b>		Prestation de service contrôlée par Ecocert Greenlife	Dienstleistung durch Ecocert Greenlife kontrolliert	Prestazione di servizio controllata da Ecocert Greenlife	Prestación de servicio controlada por Ecocert Greenlife

## D. Labelling example

### Lotion with "Organic Aloe Vera"

**No reference to the word organic, unless it's 95% organic**

**Or if a mention specifies what is *organic* in the product (organic plant)**

Ingredients : Aqua (water), Calendula Officinalis Flower Water\*, Glycerin\*\*, Lepidium Meyenii Root Extract\*, Aloe Barbadensis Leaf Extract\*, Leontopodium Alpinum Flower Leaf Extract\*, Bellis Perenis (Daisy) Flower Extract, Parfum (Fragrance), Betula Alba Juice\*, Lauryl Glucoside, Polyglyceryl-2 dipolyhydroxystearate, Sodium Benzoate, Citric Acid, Alcohol, sodium Dehydroacetate, Xanthan Gum, Potassium Sorbate, Sodium Hyaluronate, Sodium Phytate, Limonene, Citronellol, Linalool, Geraniol, Citral.

*\* Ingredients from organic farming*

*\*\* Made using organic ingredients*

**No other logo than Ecocert's logo next to Ecocert's reference, unless derogation for small labels**



99 % of the total ingredients are from natural origin

12% of the total ingredients are from organic farming

Natural and Organic Cosmetic certified by Ecocert Greenlife according to Ecocert Standard available at <http://cosmetics.ecocert.com>



**If 100% Organic: you can just use the statement:  
100% of the total ingredients are form organic farming**