



**STANDARDS FOR ORGANIC NON-FOODS**  
**PERSONAL CARE PRODUCTS**

**Version 7 – April 2007**

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## ORGANIC PERSONAL CARE PRODUCTS

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# ORGANIC PERSONAL CARE PRODUCTS

## I. Introduction

1.1 There are currently no statutory standards for organic non-foods. These Standards for Organic Personal Care Products have been drawn up as the basis of Certification & Control by **Non-Food Cert Co.** (a division of the Organic Food Federation).

1.2 Organic Compliance inspections on Non-Food Processors will be carried out for the purposes of assessing compliance with this standard by Non-Food Cert Co. inspectors who have been trained and licensed for Organic Processor Inspection or who are certified Lead Assessors. Their assessment reports will be scrutinized by Non-Food Cert Co. Certification Committee and/or Certification Officers.

1.3 Certification will be awarded to enterprises which satisfactorily comply with these standards and will be specific to scheduled products produced at the site inspected. The Certificate of Compliance will be valid for 12 months from the date of the initial inspection. *Additional qualifying products may be added to the Certificate of Compliance before the original certificate expires subject to approval of the formulation by Non-Food Cert Co.*

1.4 These standards will be reviewed as and when organic, wild or more naturally occurring ingredients are found which have functional abilities which are acceptably equivalent to those ingredients which currently require a case of need to be given to the Federation.

1.5 Without prejudice to 1.3 and sections 3 and 5 of this standard, operators must also comply with the EC Cosmetics Regulation (Directive 76/768EEC and all subsequent amendments).

## 2. Scope of Standard

2.1 This standard applies to products which contain ingredients from agriculture, which are produced in accordance with the Rules of Organic Agriculture or from the wild, (plants, fungi, animal or insect) or have been derived there-from by acceptable processes.

2.2 This standard covers:

- Hair & Body Care preparations
- Toiletries (Soaps and Dental care products)
- Cosmetics & Fragrances
- Aromatherapy products

2.3 This standard does not cover Health supplements, Medicines, or any other products intended for internal consumption.

2.4 A table of definitions of the key terms used in this standard is given in Appendix IV

2.5 Any personal care product which is produced from materials which are derived from cultivated or wild plants can be considered for organic certification, but the agriculturally derived materials must have been produced in accordance with the established organic rules of production which apply to crops intended for food or animal feed usage, or must be from a certified wild habitat. (see appendix III)

2.6 As far as possible, ingredients derived from agriculture or the wild must be obtained from physical processes such as aqueous or alcoholic extraction, physical extraction (thermal, pressure, vacuum, distillation) and fermentation. The gathering of certified wild plants must not cause significant depletion of natural resources and the use or exploitation of endangered species is strictly prohibited. Chemical processing of organic or wild raw materials to produce functional ingredients is permitted only when the process satisfies the requirements (see appendix II of this standard).

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### 3. Organic Content

3.1 To be certified as organic, a product defined in 2.2 above must contain not less than 95% of its plant, animal or marine derived materials which are produced in accordance with the established Rules of Organic Agriculture (see *appendix IV*) or which are derived from a validated wild source (see *8.2i and appendix III*).

3.2 A product containing 70-95% of its agricultural or wild materials may not be called organic but may bear the statement “Made with X% Organic Ingredients” or “Made with X% Wild harvested Ingredients” or both, whatever is applicable.

#### **Explanatory Note:**

With respect to 3.1 and 3.2, aqueous infusions of organic or wild ingredients can be certified as organic ingredients and therefore their use in an organic product will be accepted without taking into account the water of infusion

3.3 Products may not include the same ingredient in both non-organic and organic, in-conversion, or wild forms. Where an ingredient is commercially available in organic and non-organic forms the organic form must be used.

3.4 Only products complying with 3.1 and 3.2 come within the scope of certification.

3.5 Removed

### 4. Non-Organic Content

4.1 In certain cases, however, non-organically produced ingredients may be used providing that the following conditions are all met:

- i) They appear on the list given at Section 5.3 of these Standards
- ii) They do not exceed 5% of the agricultural or wild derived ingredients in the final product
- iii) They have not been produced from Genetically Modified raw materials or from any process in which GM-materials have been used
- iv) They have not been extracted using chemical solvents (other than water or ethanol) or chemically modified
- v) They are non-toxic and generally non-allergenic in the concentrations used
- vi) They are derived from a renewable/sustainable source

4.2 A list of permitted non-agricultural ingredients is given at Section 5.1 of this Standard.

*In a number of cases these ingredients are subject to a need for specific approval by the Federation. In such cases, the following will be required:*

- *Documented statement of need.*
- *Evidence that other organic or more natural ingredients have been tried.*
- *Evidence that the ingredient has been produced without harm to the environment*
- *Evidence that the ingredient is topically safe*

4.3 A list of processing aids or treatments is given at Section 5.2 of this Standard

4.4 Any material not listed in sections 5.1, 5.2, 5.3 is not permitted for use in the organic products in the scope of this Standard, however NFCC standards committee may authorise a material which has not been previously excluded from sections 5.1, 5.2 and 5.3 for inclusion, subject to 4.2 above.

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4.5 The use of treatments involving the use of ionising radiation is not permitted.

4.6 Products prepared partly from organically produced ingredients may be produced providing:

- i) At least 70% of the ingredients of agricultural origin satisfy the requirements of paragraph 2.1 above
- ii) The product contains only substances listed in Section 5 of these Standards as ingredients of non-agricultural origin
- iii) The product or its ingredients have not been subjected during preparation to treatments involving ionising radiation or substances not listed in Section 5 of these Standards.
- iv) Labelling rules as set out in section 8 of this standard are complied with.

### 4.7 Genetically Modified Organisms (GMOs)

In accordance with general requirement of Organic Principles, ingredients, processing aids or additives which are genetically modified organisms, or derive from such organisms, must not be used in organic production. For a definition of genetic modification, see Annex I

## 5. Permitted Ingredients

### 5.1 Functional ingredients not of Plant Origin

#### 5.1.1 Functional Additives, including carriers (*also see Annex II*)

Name	Specific conditions
Ammoniumcarbonates	-
Calcium carbonates	-
Calcium citrates	-
Calcium sulphate	Carrier
Carbon dioxide	Propellant, modified atmosphere
Lactic Acid	-
Magnesium carbonates	-
Malic acid	-
Monocalcium phosphate	-
Nitrogen	Propellant, modified atmosphere gas
Oxygen	Modified atmosphere gas
Phenoxyethanol*	Antimicrobial agent need must be justified to Non-Food Cert Co.
Polyglyceryl 3methylglucose distearate*	Need must be justified to Non-Food Cert Co.
Potassium carbonates	-
Potassium sorbate	Preservative, need must be justified to Non-Food Cert Co.
Silicon Dioxide	Anti-caking agent
Sodium alginate	-
Salt (Sodium Chloride)	Mined or evaporated from sea water
Sodium Benzoate*	Preservative, need must be justified to Non-Food Cert Co.
Sodium carbonates	-
Sodium hydroxide	Saponification
Titanium Dioxide	-
Zinc Oxide	-
Zinc Ricinoleate	Fungicide

\*Preservatives, emulsifiers and foaming agents require evidence that stability and safety can not be assured using organic or natural substances

#### 5.1.2 Micro-organism Preparations

a) Any preparations of micro-organisms normally used in preparation of ingredients for medical, toiletry or food use, with the exception of micro-organisms genetically modified in the meaning of Article 2(2) of Directive 90/220/EEC.

- 3) Micro-organisms which have been genetically modified within the meaning of Article

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2(2) of Directive 90/220/EEC.

### 5.1.3 Minerals (trace elements included), vitamins, amino acids and other nitrogen compounds

Minerals substances used for colouring are only permitted if they are produced using a physical process on a mineral from a natural source. The colouring matter so produced must be safe and generally non-allergenic when used on human skin.

### 5.1.4 Water

Water used for rehydration or for preparation of extracts and infusions must be of potable quality from suitable natural springs, bore holes or from mains supply.

Microfiltration and uv light are permitted for disinfection purposes. Activated carbon and similar materials may be used for filtration to remove chlorine from mains water.

Aqueous extracts and infusions of botanicals may be regarded as raw materials in their own right providing that the extract or infusion is comprised solely of the named botanical and potable spring or bore water, and that the botanical has a functional role in the end product. The % organic/wild in extracts or infusions will be based on the amount of plant material used to prepare the extract and must be declared on the original organic/wild certificate for the extract/infusion.

## 5.2 Permitted Processing Aids and Other Products

**Explanatory Note:** *These are not ingredients and because they serve no function in the end product they do not need to be included on the label declaration. However they MUST be specified in the recipe for the purposes of checking compliance with this standard.*

Name	Specific conditions
Activated carbon	-
Bentonite	-
Bitrex	Denaturant in alcohol required by HMC&E
Calcium carbonate	-
Calcium chloride	Coagulation agent
Calcium hydroxide	-
Calcium sulphate	Coagulation agent
Carbon dioxide	-
Casein	-
Citric acid	Oil production and hydrolysis of starch. Must be non-GM
Ethanol	Solvent. Organic ethanol MUST be used if it is available (see guidance note below)
Gelatin	-
Hazelnut shells	-
Isinglass	-
Isopropanol (propan 1-2-diol)	-
Kaolin	-
Nitrogen	Controlled atmosphere gas
Oxygen	-
Perlite	-
Potassium carbonate	-
Potassium hydroxide	Saponification agent
Rice meal	-
Silicon dioxide gel or colloidal solution	-
Sodium carbonate	-
Sodium hydroxide	soap production
Sulphuric acid	-
Talc	-
Tannic acid	filtration aid
Tertiary Butyl Alcohol	Denaturant in alcohol required by HMC&E

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Vegetable oils	greasing, releasing or anti-foaming agent
Water	-

### 5.2.2 Preparations of Micro-organisms and Enzymes

Any preparations of micro-organisms and enzymes normally used as processing aids, with the exception of micro-organisms genetically modified in the meaning of Article 2(2) of Directive 90/220/EEC.

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## 5.3 Ingredients derived from plants which have not been Organically Produced

Name	Function	Specific conditions
Alginic acid	Thickening agent	From seaweed
Amoglycinate		Derived from vegetable oils
Ammonium Lauryl/laureth Sulphate*	Foaming agent	Need to be justified to Non-Food Cert Co.
Ascorbic Acid	Anti-oxidant, synergist	
Behenyl Alcohol	Emollient/thickener	
Carnauba Wax ( <i>Unicaria tormentosa</i> )	Hardening wax	
Castor Oil		
Cats claw herb		
Cetyl/Cetaryl alcohol	Emollient, Thickener	
Cetearyl glucoside*	Emulsifying wax	From corn and coconut solids
Cetearyl olivate	Emulsifier	From olive oil
Citric Acid	Acidity regulator	Derived from Non GM plant sources
Cocamonium carbamyocarbamide	Antimicrobial, mild foaming agent, thickener.	Derived from coconut
Cocamidopropyl betaine*	foam stabilizer,	need must be justified to Non-Food Cert.Co.
Alkyl glucocides	Foaming agents	Extracted from non-GM plant materials
Essential Oils**	Aroma	Derived from cultivated plants by physical means only. Subject to not being available as organic and to compliance with prescribed limits for allergens in the end product
Extracts of: Passiflora** ( <i>Passiflora incarnata</i> ) Yucca** ( <i>Yucca shidjera</i> ) Grapeseed** ( <i>Vitis vinifera</i> ) Citrus seeds** ( <i>Citrus spp.</i> ) Witch Hazel ( <i>Hamamelis Virginiana</i> ) Edelweiss** ( <i>Nafalium contopodium</i> )	Natural preservative	
Gelatine	Thickener	
Glucose oligosaccharide (provisional)	Stabiliser component	Derived from sucrose and maltose
Glycerol (provisional)	Stabiliser component	
Glycerine (provisional)	Humectant, stabiliser component	
Glycerol stearates	Emulsifier, Humectant	
Ground apricot kernels		

Name	Function	Specific conditions
Gums: Agar	Thickener	
Arabic gum	Thickener	
Carrageenan	Thickener	
Guar gum	Thickener	
Karaga gum	Thickener	

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Locust bean gum	Thickener	
Tragacanth gum	Thickener	
Xanthan	Thickener	
Horse chestnut ( <i>Aesculus hippocastanum</i> )		
Inulin (provisional)	Stabiliser component	Hot water extraction from Chicory
Lauryl carbamate (provisional)	Stabiliser component	
Lanolin		Derived from sheep's wool
Malic acid	Acidity regulator	
Myrrh ( <i>Commiphora Myrra</i> )		
Olive Oil unsaponifiables**	Emollient, anti-inflammatory	From <i>Olea Europa</i>
Olive leaf extract**	Anti-oxidant, bacteriostatic	From <i>Olea Europa</i>
Safflower oleosomes (provisional)	Emulsifier	
Soya lecithins	Emulsifier	Identity preserved, Non-GM
Sorbitan Oliviate		
Stery alcohol	Emmoliant/thickener	
Tartaric acid	Acidity regulator	Non-GM only
Tocopherol	Anti-oxidant in oils	
Vegetable Oils**		Subject to there being no Organic vegetable oils available, <u>prior agreement required</u> from NFCC
Vitamin E (provisional)	Antioxidant	Derived from seed oils

*\*Ingredients require evidence that stability and safety can not be assured using organic or natural substances*

*\*\*When organic ingredients are available for any listed above, they MUST be used.*

*Ingredients shown as provisional will be ratified after 1/1/08 providing there are no suitable organic or more natural alternatives and providing no new data is identified which would cause them to be withdrawn.*

### 5.3.1 Aromas must be natural, naturally derived

'aroma' means aromatic substances, flavouring preparations, process flavourings, smoke flavourings or mixtures thereof;

'aromatic or flavouring substance' means a defined chemical substance with aromatic or flavouring properties which is obtained:

- a) By appropriate physical processes (including distillation and solvent extraction) or enzymatic or microbiological processes from material of vegetable or animal origin either in the raw state or after processing for human consumption by traditional food-preparation processes (including drying, torrefaction and fermentation), (*permitted*)
- b) By chemical synthesis or isolated by chemical processes and which is chemically identical to a substance naturally present in material of vegetable or animal origin as described in (i), (*not permitted*)
- c) By chemical synthesis but which is not chemically identical to a substance naturally present in material of vegetable or animal origin as described in (i); (*not permitted*)

### 5.3.2 Provision for Authorisation to use Products not included above may be granted where an

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ingredient of agricultural origin does not appear on the above list. An ingredient may be used after a derogation has been granted by OFF subject to the decision of the OFF Technical Committee based on:

- The need for the ingredient
- The method of its production (no adverse environmental impact)
- Documentary evidence that organic material could not be sourced

Such authorization will be temporary and valid for not more than 12 months

The OFF Technical Committee will record:

- i) The date of the authorisation;
- ii) The name of the ingredient of agricultural origin concerned;
- iii) The quantities that are required and the justification for these quantities

5.4 Directive 2003/15/EC (amending 76/768/EEC) identifies certain materials which are natural impurities in the raw materials used and which are not regarded as ingredients. However the presence of these allergens must be labelled if they exceed 0.001% in leave-on products and .01% in rinse-off products.

### **6. Operational and Compositional Processing Requirements**

6.1 Production establishments must conform to all relevant statutory requirements\* in regard to premises, equipment, the facilities that must be provided. Established Good Manufacturing Practice and hygiene precautions must be taken to protect products from contamination or deterioration.

\*Cosmetic Product (Safety) Regulation (SI 2925) 1996

6.2 Processors must have documented Quality Assurance Procedures and a system of evaluation of raw materials which is based on risk assessment. All organic materials (including wild) must be purchased from certified sources

6.3 Articles of equipment used in contact with organic material or work in progress must be of such construction and materials as to enable them to be thoroughly cleaned, to prevent matter being absorbed by them and to avoid, as far as possible, the product becoming contaminated. Product contact surfaces should be smooth, free from cracks and crevices and made from non-porous food grade materials that are inert to the product under conditions of use.

6.4 All product contact surfaces should be readily accessible for manual cleaning or if not then readily disassembled for manual cleaning. If clean-in-place methods are used it should be demonstrated that the results achieved are equivalent to those obtained by disassembly and manual cleaning.

6.5 Storage and Production areas must be subjected to a regular and documented cleaning programme to ensure that they are maintained in a generally clean state and they are free from visible residues or any material that may cross-contaminate or impair the organic integrity of the products held therein. The areas should be regularly inspected for cleanliness, good housekeeping and to ensure proper stock control and rotation.

6.6 All processing operations must be carried out in accordance with good practice and with proper regard to the need for high standards of hygiene in the plant and on the part of the personnel.

6.7 Products coming within the scope of Statutory Regulations relating to grade, composition, quality, quantity or description must conform to the requirements specified by the relevant Regulations.

6.8 Products must be packed and transported to the point of retail sale in closed packaging. Each consignment must be accompanied by appropriate documentation enabling the origin of the product to be traced.

6.9 The training needs of the personnel engaged on organic production should be identified and training should be given to individuals as necessary to ensure that they are competent to carry out their assigned tasks and understand the importance of maintaining, throughout the production cycle, the organic integrity of the starting materials and finished products.

6.10 Where non-organically produced products are also processed, packaged or stored in the unit concerned:

- i) Storage areas used for organic production, before, during and after processing must be designated for the purpose, clearly identified and must be separated from those used for non-organic production. Ideally, dedicated storage areas should be set aside for organic production.
- ii) Operations must be separated by time from similar operations performed on non-organic products. Prior to use for organic production the plant and equipment used, particularly product contact surfaces, must be effectively cleaned. The plant and equipment must be inspected prior to use to ensure that it is clean and free from residues that may contaminate or impair the organic integrity of the products.
- iii) Operations on organic products must be carried out continuously until the complete production run has been completed.
- ii) Effective procedures and practices, supported by effective documented control systems and records, must be established and maintained to ensure that throughout the production cycle organically produced products are kept completely separate from non-organic products.

### **7. Cleaning, Fumigation and Pest Control**

7.1. An effective cleaning programme must be established and maintained. Product and other debris must not be allowed to accumulate in production areas or on the site as a whole. All product contact surfaces must be clean before work begins and cleaned as frequently as necessary throughout work periods to prevent the build-up of undesirable micro-organisms and contamination of the product.

7.2 Where practicable and providing product safety is not put at risk, dry cleaning methods may be used.

7.3 Potable water must be used for all wet cleaning routines.

7.4 Detergents, disinfectants and sanitisers may be used for cleaning purposes providing effective steps are taken to ensure that residues do not remain on product contact surfaces. Substances that may contaminate or taint the product must not be used on or near product contact surfaces.

7.5 Detergents, disinfectants and sanitisers must be properly labelled and stored safely to avoid the risk of contaminating the products.

7.6 In cases where fumigation of premises, plant or equipment is required the treatment must be carried out under the supervision of a suitably qualified person or organisation and in accordance with the Control of Substances Hazardous to Health Regulations 1989. Adequate clearance time must be allowed for the fumigant to disperse and effective steps must be taken to ensure that fumigant residues do not remain on product contact surfaces before the premises, plant or equipment is used again for organic production. Organically produced raw materials, semi-finished or finished products must not be present when fumigation treatments are carried out.

7.7 Pest control measure must be established and maintained to ensure that the premises are effectively protected against entry by wild birds and infestation by rodents and insects. This should be achieved by mechanical means using traps, barriers, sound or light. Static bait traps using licensed poisons are permitted for rodent control in locations where there is no risk of product contamination.

7.8 Substances used for rodent control must be properly labelled and stored under lock and key away from food.

7.9 Precise and up-to-date records must be kept of all cleaning routines, fumigation treatments and pest control measures.

### 8. Labelling

8.1 The labelling and advertising of any processed products covered by this standard which is composed essentially of one or more ingredient of plant (or animal or marine origin) may refer to organic production methods only where they are certified by a recognised organic certification body.

8.2 The labelling of processed products covered by this standard must also comply with all statutory labelling requirements. Industry labelling norms must also be followed except when they are in conflict with the requirements of this section.

8.3 The labelling and advertising of such products may refer to organic production methods in the sales description of the product only where:-

- i) At least 95% of the ingredients of agricultural or wild origin of the product are, or are derived from, products produced to Organic Standards by an Approved Producer (see Annex IV) holding a valid Certificate of Registration or the ingredients came from another source (e.g. Wild) approved by a recognised Certifying Body (see Annex IV) Agricultural ingredients which have undergone at least 12 months of monitored conversion are acceptable in the absence of organic materials. Wild plants or trees may be harvested if it can be proved that the area of growth has not been cultivated or sprayed or subjected to inherent polluting factors for more than 10 years.
- ii) The ingredients of agricultural or wild origin not satisfying the requirements of paragraph (i) are included in the lists given at Sections 5.3 of these Standards, or have been authorised in accordance with the procedure at 5.3.1
- iii) The product contains only substances listed in Section 5.1 of these Standards as ingredients or processing aids of non-agricultural origin
- iv) The product or its ingredients have not been subjected, during preparation, to treatments involving the use of ionising radiation or substances not listed in Section 5.1 and 5.2 of these Standards
- v) The product was prepared to the Non-Food Cert Co. Personal-Care Organic Standards by an Approved Producer holding a valid Certificate of Registration or it was imported from another source approved by the Certifying Authority. (e.g. QAI, OTCO, OCIA, BCS-Oko)

8.4 Without prejudice to paragraph 8.3.1, the labelling and advertising of a product may also refer to organic production methods where at least 70% of the ingredients of agricultural origin satisfy the requirements of paragraph 8.3(i), providing that:-

- i) The product satisfies the requirements in paragraphs 8.3(ii), (iii), (iv) and (v)

- ii) The indications referring to organic production methods appear in both of the following places, and only in those two places:
  - a) **In the statutory ingredient list.** (see 8.4 below). The indications must be in clear relation only to those ingredients produced to this Standard by an Approved Producer holding a valid Certificate of Registration, or from another source approved by the Certifying Authority. And they must be in the same colour and with an identical size and style of lettering as the other indications in the list of ingredients.
  - b) **In a separate statement set in the same visual field as the sales description** ..... indicating the percentage of the plant derived ingredients produced to these Standards. The statement may not appear in a colour, size and style of lettering which is more prominent than the sales description of the product. The statement shall be in the following form: "Made with X% of organic ingredients" or "Made with X% wild harvested ingredients" as appropriate

8.5 Labelling of ingredients in personal care products is by convention using INCI nomenclature (International Nomenclature of Cosmetic Ingredients). Indication of the organic nature of qualifying ingredients may be given by use of "\*" (\* produced organically) or by the description "organic X" (where X = INCI description)

8.6 Paragraph removed

8.7 Reference to organic production methods must not be made in the labelling and advertising of a product where the requirements of paragraph 8.3 or 8.4 are not satisfied.

8.8 The labelling and advertising of a product may refer to conversion to organic production methods providing that:-

- i) The product was produced in accordance with recognised Certification Standards (or in the case of an imported product the equivalent thereof)
- ii) A monitored conversion period of at least 12 months before harvest has been complied with;
- iii) The product was produced or imported by an operator who is subject to the Inspection

8.9 For all products covered by paragraphs 8.3 and 8.4 above the labelling must refer to **"Produced to Non-Food Cert Co. Organic Personal Care Standards."**

8.10 In cases where a purchaser's own label product is produced by an Approved Producer, holding a valid Certificate of Registration, to this Standard and where the purchaser does not wish to use the Non-Food Cert Co. Certification Mark and providing there is a means by which the producers name and address can be ascertained by identification marks on the product packaging or label or by means of appropriate documentation, the following phrase may be used on the product packaging only; **"Produced to Non-Food Cert Co. Organic Personal Care Standards."**

8.11 The retail pack and the transit outer must be printed with a traceability code which identifies the date of production, and shift and/or batch/lot number.

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### **9. Packaging Materials**

9.1 As far as is reasonably practicable, ecologically sound materials should be used for the packaging of organically produced products. Packaging must be biodegradable and/or recyclable

9.2 Materials used for product packaging must be clean, unused and be strong enough to protect the product during handling, transit and as appropriate display. The packaging must not affect the character of the product or transmit to it any substances in quantities that may be allergenic.

9.3 If returnable outer containers are used they must be made from non-absorbent materials, kept in good repair and they must be clean and free from contamination.

9.4 All packaging materials must be stored off the floor, away from walls and the ceiling in clean, dry, hygienic conditions.

9.5 Packaging must be fit for the purpose, i.e. must protect the product for the duration of its intended shelf life. Excessive packaging is not environmentally sound and adds unnecessarily to cost.

### **10. Transport**

10.1 Organically produced products which are not in their packaging for the end consumer may be transported to other units only in appropriate packaging or containers closed in a manner which would prevent substitution of the content. Each consignment must be accompanied by appropriate documentation enabling the origin of the product to be traced.

10.2 Products intended for retail sale must be packed and transported to the point of sale in closed packaging. Each consignment must be accompanied by appropriate documentation enabling the origin of the product to be traced.

10.3 All vehicles used for transporting organically produced products should be subjected to a regular cleaning programme to ensure they are maintained in a generally clean state with no build-up of non-organic materials or residues. If they are used for the carriage of other goods or materials, they must be thoroughly cleaned and dry before being used to transport organically produced products.

10.4 Before loading, vehicles and all handling equipment must be inspected to ensure they are clean and free from visible residues or any material that may contaminate or impair the organic integrity of the organically produced products to be transported.

10.5 If shipping containers are used they should be in a state of good repair, clean and free from visible residues or any materials that may contaminate or impair the organic integrity of the products contained therein.

### **11. Records**

11.1 Approved Producers must keep accurate records of their processing activities and these must be made available for examination when inspections are carried out by the certification body. The records must be sufficiently comprehensive to allow the organic raw materials used in finished products to be traced back to the original source.

The records must include:

- i) The origin, nature and quantities of organically produced agricultural products which have been delivered to the unit
- ii) The origin, nature and quantities of non-organically produced agricultural products, non-agricultural ingredients and processing aids which have been delivered

to the unit

iii) The composition of the organically produced products

iv) The nature, quantities and consignees of the organically produced products which have left the unit

v) As appropriate stock records for raw materials and finished products

vi) Plant cleaning schedules including a list of all substances used

vii) Details of any fumigation treatment of premises or equipment including dates of treatment, method of application, substances used, person or organisation responsible for the treatment, clearance time between completion of the treatment and the commencement of processing operations on organic products

viii) Pest control records including a list of the substances used.

11.2 The records must be retained for a period of not less than 3 years.

**12. Product Testing**

Product testing causing pain, distress or significant irritation (e.g. Draze Test) must not have been carried out on animals in the last five years. For any new ingredient purchased documentary evidence must be provided of cruelty-free testing.

**13. Environmental Concerns**

13.1 All effluents and stack emissions must be treated to reduce environmental and atmospheric pollution to below prescribed limits (to be defined)

13.2 The processing unit must have a documented Environmental Policy and supporting procedures to ensure that policy is observed.

**APPENDIX I**

**TECHNIQUES REFERRED TO IN SECTIONS 4.1 iii, 4.7, 5.3**

**PART I**

Techniques of genetic modification referred to are inter alia:

1. Recombinant DNA techniques using vector systems as previously covered by Council Recommendation 82/472/EEC;
2. Techniques involving the direct introduction into an organism of heritable material prepared outside the organism including micro-injection, macro-injection and micro-encapsulation;
3. Cell fusion (including protoplast fusion) or hybridization techniques where live cells with new combinations of heritable genetic material are formed through the fusion of two or more cells by means of methods that do not occur naturally.

**PART 2**

Techniques which are not considered to result in genetic modification, on condition that they do not involve the use of recombinant DNA molecules or GMOs, are:

1. In vitro fertilization,
2. Conjugation, transduction, transformation or any other natural process,

3. Polyploidy induction.

APPENDIX II

**CRITERIA for ACCEPTANCE OF PROCESSED MATERIALS**

**I. Derived from AGRICULTURAL or WILD sources**

Wherever possible the starting materials must be organic or wild, however when either is unavailable commercially, non organic starting materials can be used subject to:

- a) The source material is not an endangered species
- b) The source material has not been genetically modified
- c) The process does not involve chemical reactions that create by-products which are harmful to health or to the environment, unless effective measures are taken to prevent human or animal contact and to treat effluent or stack emissions to a level which is harmless to the environment and to wildlife.
- d) Effluent and Stack Emission treatment must be documented and subject to verifiable controls

**2. Derived from NATURAL sources**

Natural raw materials must be obtained by mining or pumping. For the purposes of these standards NATURAL means minerals, hydrocarbons, fresh and sea water which are obtained directly from the earth's environment.

Natural resources used as starting materials are acceptable providing that

- i) The rate of usage does not cause significant depletion of the earth's resource or cause environmental problems resulting from their extraction.
- ii) The process does not involve chemical reactions which create by-products which are harmful to health or to the environment, unless effective measures are taken to prevent human or animal contact and to treat effluent or stack emissions to a level which is harmless to the environment and to wildlife.
- iii) Effluent and Stack Emission treatment must be documented and subject to verifiable controls

**Ingredients and Products made from agricultural, wild or natural raw materials must not be toxic to humans or animals and must not commonly cause allergenic problems to users.**

APPENDIX III

**WILD CRITERIA**

Plants, Fungi, Berries, Nuts, Seeds, Herbs, Spices, Materials derived from Animals, birds, fish and insects which grow and live in habitats which are not commercially exploited on a regular basis.

The wild habitat must be strictly defined in terms of its location, land and river types and proximity to human or industrial activities which affect natural growth and population of fauna. *(Animal, bird or fish populations may be managed by humane culling only when they threaten the normal balance of flora and fauna in the defined area.)*

## ORGANIC PERSONAL CARE PRODUCTS

The wild habitat must be at least 5km distance from any arterial roads or motorways although tracks and roads less than 4 metres wide are acceptable. Fencing of the wild area is only appropriate to protect wildlife from industrial activity, railways and arterial roads/motorways.

The prevailing wind and rivers passing through the wild habitat must not carry known pollutants from industrial or other pollution into the wild area and if levels of residue above specified norms are detected, the wild harvest cannot be certified.

Produce harvested from the wild must be treated in the same manner as organic, in that it must be clearly identified and stored separately from conventional materials. The produce must be certified as wild by an acceptable certification body or by an official forestry or land stewardship authority.

Records of harvest must be kept and harvesting must be carried out with authorisation from an official control authority having responsibility for the maintenance of the wild habitat. Steps must be taken to leave a sufficiency of plants or animals to enable natural stocks to recover within one year.

## ORGANIC PERSONAL CARE PRODUCTS

### APPENDIX IV

### DEFINITIONS

Agricultural	Produce of land management or aquaculture. Crops, (Oil-seeds, Fruit, Vegetables, Cereals etc), livestock and livestock products (eggs, milk etc.)
Agriculturally derived	Obtained from physical treatment of any plant or animal produce i.e. crushing or pressing, comminution, aqueous or alcoholic extraction with or without elevated temperature and pressure. Agriculturally derived substances may also be further processed e.g. concentrated by evaporation or dried
Approved Producer	i) One which is certified to pack or process organic or wild raw materials or products by a recognised certification body. ii) One which processes non-organic raw materials which comply with the criteria for the acceptance (see appendix II) of processed non-organic ingredients in products which are certified in accordance with this standard. <i>In the case of ii) above the ingredient/s in question cannot be certified. but may be approved</i>
Cosmetic Product	As defined in Article I of Directive 76/768/EEC
Case of need	When a material is allowable subject to a documented case of need, the function of the ingredient must be clearly defined and evidence provided that organic or naturally derived materials have been adequately tested before deciding that they are unsatisfactory for the purpose.
Certificate of Conformity	The Certificate issued by OFF following inspection of an applicants process and acceptance of ingredients which are used in specified products to show that the process and products cited comply with this standard.
Certified Organic	Any product which has been certified organic by one of the recognised organic certification bodies in accordance with rules which are recognised by the EU or the USA (from 1 <sup>st</sup> Nov 2002) <i>This includes the bodies certifying in the six "section 11" countries (Australia, Argentina, Czech Republic, Hungary, Switzerland, Israel, )</i>
Floral Water (Hydrolat)	Is derived by collecting condensate water from steam distillation of an aromatic plant material.
Functional (Additives)	The specific function which is provided by an additive e.g. foaming agents, emulsifiers, anti-microbial agents, acidity regulators etc.
Infusion (i.e. Aqueous Extraction)	Is derived by steeping plant material in hot or boiling water to extract active components

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Ingredient	A material from the processing of a raw material which has a functional role in the product in which it is used.
I.N.C.I.	International Nomenclature of Cosmetic Ingredients.
Marine Mammalian	Mainly whales, but also other marine species.
Non allergenic	Free from components which cause allergic reaction.
Organic	A process of sustainable agriculture without using chemical inputs, and using crop rotation and manures produced on organic farms to ensure the maintenance of soil fertility. The word organic is a prescribed description for food products and for the purposes of certification of personal care products, it's meaning is the same.
Personal Care Products	<p>Personal care means personal hygiene and grooming. Personal care products are those which are used on the skin or hair for the purpose of maintaining a healthy condition and for cosmetic reasons.</p> <p><u>Organic</u> personal care products are based on plants or plant derived materials</p>
Plant	The root, leaf, stem, flower, seed or any other part of any class of flora
Processing aid	A material which is used in processing but which has no functional role in the product itself. In conventional products processing aids are assumed not to be present but in organic products this assumption is not valid.
Raw Material	The produce of Agriculture, or harvested plants, fungi, animals and insects or mined minerals, oils and water from the Earth.....which are used as the starting materials to make other products or ingredients.
Recognised Certification Body	An approved organic certification body which is listed by the EC or by the USDA (US Department of Agriculture) or from third countries which are approved by either of these authorities.

## ORGANIC PERSONAL CARE PRODUCTS

Rules of Organic Agriculture	Basically these require that the land used for organic production must have been subjected to a period of monitored conversion which is 2 years for annual crops, and a minimum of 3 years for perennials (depending on the nature of chemical inputs used prior to entering conversion). Full records have to be kept of all inputs on the land or fed to livestock and all outputs (harvested or sold for slaughter).
Torryfaction	Drying with intense heat
Wild	Plants, trees or shrubs which grow in areas which have not been under cultivation for 10 years or more, but which are also remote from sources of pollution. For the purposes of this standard, <u>certified</u> wild ingredients are regarded as organic.

These standards are the copyright © 2002 of the Non-Food Cert Co. and its parent company Organic Food Federation and have been developed for the purpose of providing a basis for the certification of organic non-food products.

The Federation will accept as organic any product or raw material used in personal care products which is certified organic or wild with a valid Certificate of Compliance issued by any of the recognised certification bodies in the EC, Australia, Argentina, Costa Rica, New Zealand, Switzerland, India, Israel, and the USA.

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