



Non-Food Certification Co.

Organic

Personal Care Standard

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Non-Food Certification Co. Personal Care Standards

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1. Introduction

- 1.1 The Non-Food Certification Co. (NFCC) was set up as a division of the Organic Food Federation to provide certification of non food products.
- 1.2 There are currently no statutory standards for organic non foods. This Standard for Organic Personal Care Products has been drawn up to ensure all stages of production; preparation and distribution are to a recognised documented system.
- 1.3 Although there is no requirement for non food certification, certification to a recognised Standard such as ours does enable you to back up and prove claims of organic status.
- 1.4 This Standard does not however remove or compromise the requirement to comply with the EC Cosmetics Regulation (Directive 76/768EEC and all subsequent amendments).
- 1.5 This Standard 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 by the Federation.

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 therefrom by acceptable processes.
- 2.2 Animal ingredients are not permitted to be sourced from dead vertebrates. Animal, fish and insect bi products, where the animal is not harmed, are allowed, for example, lanolin, beeswax, milk, yogurt etc.
- 2.3 This Standard covers all items defined as cosmetic products by the EU Cosmetics Directive and subsequent Regulation (EC) No. 1223/2009 as defined in Chapter1, Article 2a). Examples include:
 - Hair and Body Care preparations
 - Toiletries (Soaps and Dental care products)
 - Cosmetics and Fragrances
 - Aromatherapy products
- 2.4 This Standard does not cover health supplements, medicines or any other products intended for internal consumption.
- 2.5 You may use as organic materials derived from cultivated or wild plants. The agriculturally derived materials **must** have been produced in accordance with the established organic regulations or **must** be from a certified wild habitat.
- 2.6 You should where possible source ingredients derived from agriculture or the wild obtained from physical processes such as aqueous, glycerine or (natural) alcoholic extraction, physical extraction (thermal, pressure,

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vacuum, distillation) and fermentation.

- 2.7 If you use certified wild plants this **must** not cause significant depletion of natural resources and the use or exploitation of endangered species is strictly prohibited.
- 2.8 You may only chemically process organic or wild raw materials to produce a functional ingredient if the process is permitted in this Standard.

3. General requirements

- 3.1 You **must** comply with this Standard and keep an up to date copy on site at all times.
- 3.2 You **must** document and keep up to date operating procedures in accordance with the requirements of this Standard.
- 3.3 You **must** make available to us copies of all or any part of the documented system should we require them.
- 3.4 You **must** draw up and maintain:
- i. A full description of your unit / premises;
 - ii. A full description of the operational activities at the above unit / premises;
 - iii. Precautionary measures to be taken in order to reduce the risk of contamination by non organic products or substances.
- 3.5 If you no longer require organic certification you **must** inform us in writing with a minimum of three months' notice.
- 3.6 You **must** not deliver or knowingly permit the delivery or sale of non organic products as organic products.
- 3.7 You **must** not conduct operations in a manner that may have an adverse effect on the integrity and reputation of organics.
- 3.8 You **must** inform us of any current court orders or pending prosecutions against you or your operations that have a bearing on your organic activities.
- 3.9 In the event that you are prosecuted and it leads to a conviction, we reserve the right to reconsider our certification decision.
- 3.10 Your suppliers **must** have valid certificate for the products you purchase and you **must** keep an up to date copy on file.
- 3.11 You **must** maintain and document operating procedures in accordance with our Standard and make available copies of all or any part of the documented system should we require.
- 3.12 You **must** not deliver or knowingly permit the delivery or sale of non-organic products as organic products complying with our Standard.

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- 3.13 You **must** nominate the individual who directly controls the day to day operations who shall be responsible for all matters in connection with the requirements of the Standard, and one or more deputies authorised to act in the main nominee's absence.

4. Confidentiality

- 4.1 During the course of your inspection and certification process we require you to supply us with information which might be of a confidential nature.
- 4.2 We treat all information given to us as confidential and it will not be disclosed to third parties unless it is in the public domain.

5. Inspection

- 5.1 Our inspectors are all approved by us and are experienced in your type of operation. We will carry out an annual physical inspection.
- 5.2 The inspections we carry out fall into four categories:
- i. Assessment is the initial approval inspection carried out by us;
 - ii. Surveillance is your annual inspection;
 - iii. Interim inspections are carried out for the following reasons:
 - You wish to move or change your premises;
 - You wish to add a new operation to your certificate;
 - You make a major change in your operation.
 - iv. Spot inspections are carried out if:
 - We receive a complaint in writing regarding you;
 - If we have to make sure of corrective action for a serious non compliance.
- 5.3 You **must** give our representatives access during normal working hours to your holding and premises, with or without prior notice, for the purpose of carrying out surveillance inspections or collection of samples of production operations, which are subject to this Standard.

6. Certificates of conformity

- 6.1 When you satisfy our requirements to these Standards you will receive a certificate.
- 6.2 Your certificate will remain our property and you may be requested to return it in extreme circumstances.
- 6.3 Initially certificates are valid for 12 calendar months:
- i. For producers from date of application;
 - ii. For all other operations from date of inspection.

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- 6.4 Certificates are renewable annually subject to satisfactory inspection and will run concurrently from the date of the previous certificate.
- 6.5 We reserve the right to shorten the period of certificates issued.
- 6.6 We are responsible for authorising or withholding certificates. Our certification panel is responsible for adjudicating on matters of interpretation and in cases where operators appeal against judgements made by us.
- 6.7 Our certification panel / officers are independent of our members and management committee when making decisions regarding certification.
- 6.8 You **must** not make alterations to the system of production, formulation (recipe), processing or manufacture under which the certificate is issued during the period of its validity unless agreed by us in writing.
- 6.9 If you fail to comply with these Standards, we will, as appropriate:
- i. Withdraw the certificate or reduce its scope;
 - ii. Refuse to grant or renew the certificate or extend its scope;
- 6.10 If your business threatens to bring the NFCC into disrepute we may withdraw or refuse to grant or renew your certificate. Such a decision and the grounds for it will be communicated to you in writing.
- 6.11 Extension certificates are only issued up to one month after the date of inspection.
- 6.12 We may not issue extension certificates to cover delays which are due to the operator postponing the agreed date for inspection.
- 6.13 If you decline a certification inspection without giving notice, and without agreeing an alternative date within two weeks of the postponement a fee will be charged.
- 6.14 The word organic can only be used in respect of the production and supply of products that are listed on the certificate or schedule.

7. Reports

- 7.1 After inspection we will issue a report stating compliance or non compliance to these Standards.
- 7.2 A notice will be raised for any non compliances identified at the inspection and a timescale agreed to complete the necessary corrective actions. This notice **must** be countersigned by you at the time of inspection.

8. Testing

- 8.1 Where organic integrity, production techniques or unauthorised products are suspected we will request the operator to take samples and / or our representative to obtain any such samples as deemed necessary.
- 8.2 You **must** inform us of any positive results on tests of analysis for GM that you have received.
- 8.3 You will have to pay any costs relating to the samples and analysis taken.
- 8.4 In cases where you have taken samples for testing we require copies of the results.

9. Fees

- 9.1 You will be charged a fee for inspection and certification which **must** be paid within 30 days of the date of our invoice.
- 9.2 Your certificate will not be issued until all fees have been paid.
- 9.3 A cancellation fee will be charged for postponing a pre arranged audit if you give less than four working days notice.
- 9.4 A fee will be charged for any modifications to the certificate, including additions of recipes or land.
- 9.5 Extension certificates that are required due to an audit being delayed at your request will not be issued beyond one month from the original audit date without incurring a fee.
- 9.6 All fees are subject to VAT at the prevailing rate.

10. Infringements / non compliances

- 10.1 A non compliance is any point which is at variance to our Standards.
- 10.2 Non compliances fall into five categories:
 - i. **Observation:** something noticed at inspection that requires attention before it becomes a non compliance;
 - ii. **Minor:** does not directly compromise the integrity of the product but needs correcting;
 - iii. **Major:** may compromise the integrity of the product if not corrected, or may result from not correcting a previous minor non compliance. A number of major non compliances may lead to suspension of certification for the products or enterprises affected where there are concerns over integrity of the product or system;
 - iv. **Critical:** directly affects the integrity of the product or may result from not correcting a previous major non compliance. A critical non compliance will normally result in us suspending certification for the products or enterprises affected or the whole certificate;

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- v. **Manifest infringement:** one in which organic integrity has been irrevocably lost as a result of fraud or failure to act to prevent the loss of integrity. It may also result from not correcting a previous critical non compliance. This will most likely result in termination of your certification.
- 10.3 Acceptable evidence for correction of non compliances:
- i. Copies of records;
 - ii. Written confirmation of changes;
 - iii. Photographic evidence;
 - iv. Additional inspection (spot inspection);
 - v. Third party audit report (if this is relevant).
- 10.4 When non compliances are discovered (either during inspection or as a result of a complaint etc) a non compliance notice will be served on the spot by the inspector or by us whichever is appropriate.
- 10.5 This notice will be served regardless of the non compliance being due to ignorance of this Standard. The date of discovery, location and nature of the non compliance, products affected, quantities involved (if possible) and the corrective action required will be recorded on the non compliance.
- 10.6 You will be asked to agree a time scale for correction of the non compliance, then asked to sign and retain a copy of the notice. It is expected that all non compliances are resolved in a maximum of 28 days. Failure to do so could lead to your certification being suspended or terminated.
- 10.7 The operator **must** take immediate steps to prevent any further sales of non conforming stock (if necessary by recalling stock in trade and holding stock in hand) and to correct the non compliance.
- 10.8 Non compliances **must** be corrected before certification can be granted or renewed. When non compliances do not affect the organic integrity of a product, we may at our discretion issue a certificate before the non compliance has been cleared. This may be for a limited period until you have provided satisfactory evidence that the non compliance concerned has been corrected and steps have been taken to prevent recurrences.
- 10.9 Certification might be suspended until appropriate corrective action has taken place.
- 10.10 Our certification system allows for us to suspend or delete you if no responses have been received to our letters or if there has been a critical, manifest infringement or relevant prosecution against you. If this happens you **must** inform all of your customers that your certificate has been suspended.
- 10.11 If you have been suspended, terminated or withdrawn it is illegal to sell or trade in organic products with our logo on.

11. Organic content

- 11.1 Organically certified products **must** contain more than 95% certified organic materials or which are derived from validated wild sources.
- 11.2 You **must** only use organic ingredients that are of agricultural or wild origin or derived from products produced to organic standards and you hold a valid certificate of conformity and trading schedule.
- 11.3 You must only use agricultural ingredients that have undergone at least 12 months of monitored conversion 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, sprayed or subjected to inherent polluting factors for more than ten years.
- 11.4 You must not describe a product containing less than 95% organically certified or wild material as “organic” but instead may use the statement “made with X% organic ingredients” or “made with X% wild harvested ingredients” or both, whichever is applicable.
- 11.5 With respect to the points above aqueous infusions of organic or wild ingredients can be certified as organic ingredients and therefore their use in an organic product will be accepted. Water is not counted as part of the formulation.
- 11.6 You must not use products that include the same ingredient in both non organic and organic, in conversion or wild forms.
- 11.7 You must use organic ingredients where commercially available even if non organic forms are also commercially available.

12. Non organic content

- 12.1 You may use non organically produced ingredients In certain cases providing that the following conditions are all met:
- i. They appear on the list given in the relevant section of this Standard;
 - 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 considered non toxic and generally non allergenic in the concentrations used;
 - vi. They are derived from a renewable / sustainable source.
- 12.2 A list of permitted non agricultural ingredients is given in the relevant section of this Standard.

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- 12.3 Any material not listed in this Standard is not permitted for use in the organic products.
- 12.4 You may, where it can be shown that insufficient quantities or reliable quality of organic material is available (for example due to poor harvests or natural disasters), apply for an allowance on application from us for non organic forms to be substituted or partially substituted on a temporary basis.
- 12.5 Where materials are not listed in this Standard you may apply to us to include these under derogation. In such cases, the following will be required:
- i. Documented statement of need;
 - ii. Evidence that other organic or more natural ingredients have been tried;
 - iii. Evidence that the ingredient has been produced without harm to the environment;
 - iv. Evidence that the ingredient has been assessed as topically safe.
- 12.6 A list of permissible processing aids or treatments is given at Section 15 of this Standard.
- 12.7 The use of treatments involving the use of ionising radiation is not permitted.
- 12.8 Products prepared partly from organically produced ingredients may be produced providing:
- i. At least 95% of the ingredients of agricultural origin comply to this Standard or have been certified organic;
 - ii. The product contains only substances listed in the relevant section of this Standard 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 this Standard;
 - iv. Labelling rules as set out in this Standard are complied with.

13. GMOs

- 25.1 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 the Glossary at the end of this Standard.
- 25.2 We consider the techniques of genetic modification referred to below as prohibited and are among other things:
- i. Recombinant DNA techniques using vector systems as previously covered by Council Recommendation 82/472/EEC;

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- ii. Techniques involving the direct introduction into an organism of heritable material prepared outside the organism including micro injection, macro injection and micro encapsulation;
- iii. 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.

25.3 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:

- i. In vitro fertilization;
- ii. Conjugation, transduction, transformation or any other natural process;
- iii. Polyploidy induction.

14. Permitted functional ingredients not of plant origin.

14.1

| Product | Specific condition |
|---------------------------------------|--|
| Anti-microbial / preservatives | |
| Benzoic acid | |
| Benzyl alcohol | |
| Dehydroacetic acid | |
| Phenoxyethanol | By exception, only if other options fail |
| Potassium sorbate | |
| Propionic acid | Fermentation source |
| Salicylic acid | |
| Sorbic acid | |
| Sodium benzoate | |
| Sodium dehydroacetate | |
| Zinc ricinoleate | |
| Gases | |
| Carbon dioxide | Closed systems only |
| Nitrogen | |
| Oxygen | |
| Salts and mined minerals | |
| Ammonium carbonates | |
| Calcium carbonates | |
| Calcium sulphate | Carrier |
| Ground gemstones | Exfoliating agents |
| Hydrated silica | |
| Magnesium carbonates | |
| Monocalcium phosphate | |
| Potassium carbonates | |
| Silica (silicon dioxide) | |
| Sodium chloride (salt) | Mined or evaporated from sea water |

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| | |
|--------------------------------|-------------------------------|
| Sodium carbonates | |
| | |
| pH adjustment: | |
| L-arginine | Fermentation source |
| Potassium hydroxide | Saponification, pH adjustment |
| Sodium hydroxide | Saponification, pH adjustment |
| | |
| Pigments / UV absorbers | |
| Titanium dioxide | Non nano size only |
| Zinc oxide | Non nano size only |

14.2 Micro organism preparations

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.

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

- i. You **must** only use mineral substances for colouring if they are produced using a physical process on a mineral from a natural source.
- ii. You **must** ensure that the colouring matter is safe and generally non-allergenic when used on human skin.
- iii. You **must** when using vitamins, amino acids and other nitrogen compounds ensure they come from a natural source and only be processed by means that satisfies this Standard.

14.4 Water

- i. 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;
- ii. Microfiltration and ultra violet lights are permitted for disinfection purposes.
- iii. Activated carbon and similar materials may be used for filtration to remove chlorine from mains water.
- iv. 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.
- v. 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.

15. Permitted processing aids and other products

15.1 The products are not required on the label but **must** be shown in the formula calculations for compliance.

| 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 or other plant 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 | Saponification agent |
| Sulphuric acid | |
| Talc | |
| Tannic acid | filtration aid |
| Tertiary butyl alcohol | Denaturant in alcohol required by HMC&E |
| Vegetable oils | greasing, releasing or anti-foaming agent |
| Water | |

15.2 Preparations of micro organisms and enzymes

You may use any preparations of micro organisms and enzymes normally used as processing aids unless they have been genetically modified.

16. Permitted ingredients derived from plants which have not been organically produced

16.1

| Product | Specific condition |
|--|---|
| Antioxidants / chelating agents | |
| Ascorbic acid | Derived from non GM plant sources |
| Olive Leaf extract** | |
| Tocopherol / mixed tocopherols | Derived from non GM plant sources |
| Phytic acid / sodium phytate | Derived from non GM plant sources |
| Sodium gluconate | Derived from non GM plant sources |
| | |
| Emollients | |
| Glyceryl caprylate | Also as an anti microbial |
| Olive oil unsaponifiables** | From olea europea |
| Lanolin (high purity) | Pesticide levels to be checked by NFCC. |
| Lanolin alcohol (high purity) | Pesticide levels to be checked by NFCC. |
| Persea gratissima oil unsaponifiables** | |
| Squalene / squalane | Sustainable plant source only |
| Vegetable oils** | Subject to no commercial availability of organic material |
| | |
| Emulsifiers / stabilisers | |
| Cetearyl glucoside | |
| Glyceryl oleate | |
| Cetearyl olivate | |
| Glyceryl stearate / GMS SE** | |
| Glyceryl stearate citrate | Non palm oil derived |
| Hydrogenated lecithin | Soy or egg – non GM only |
| Inulin | Hot water extraction from chicory |
| Inulin lauryl carbamate | |
| Lecithin | Soy or egg – non GM only |
| Polyglyceryl-3 methylglucose distearate* | |
| Polyglyceryl-3 polyricinoleate* | |
| Sodium stearyl glutamate | |
| Sorbitan olivate | |
| Sucrose esters (e.g. sucrose stearate) | |
| | |
| Foaming surfactants | |
| Alkyl polyglucosides (e.g. decyl glucoside, Lauryl glucoside) | Non GM plant feedstock |
| Alkyl polyglucoside esters (e.g. sodium coco-glucoside tartrate) | Non GM plant feedstock |
| Ammonium lauryl sulfate* | Provisional allowance |
| Coco / lauryl betaine* | Provisional allowance |
| Cocamidopropyl betaine* | Provisional allowance |
| Disodium cocoyl glutamate / sodium cocoyl Glutamate | |
| Sodium lauryl / coco sulfate* | Provisional allowance |
| Sodium cocoyl hydrolyzed amaranth protein | |
| Sodium lauroyl glutamate | |

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| | |
|---|--|
| Sodium stearoyl glutamate | |
| Yucca extract (yucca shidijera)** | |
| | |
| Miscellaneous / active ingredients | |
| Bromelain** | |
| Exfoliating particles (various) | Natural plant scrubs, processed without ionising radiation |
| Galactoarabinan | |
| Gluconolactone (glucono delta lactone) | |
| Hyaluronic acid / sodium hyaluronate | Fermentation type only |
| Papain** | |
| PCA glyceryl oleate | |
| Propanediol | As a humectant or carrier for extracts |
| | |
| Natural anti microbials | |
| Caprylic Acid | |
| Glyceryl Laurate | |
| Glyceryl Caprylate | |
| Glyceryl Undecylenate | |
| Ethyl Lauroyl Arginate HCl | |
| Lauric Acid | |
| Levulinic Acid / Sodium Levulinate | |
| Natural phenethyl alcohol | |
| p-Anisic Acid | |
| | |
| pH adjustment | |
| Citric acid | Derived from non GM plant sources |
| Malic acid | Derived from non GM plant sources |
| MixedFruit acids | Derived from non GM plant sources |
| Tartaric acid | Derived from non GM plant sources |
| | |
| Thickeners / waxes | |
| Acacia gum (gum arabic) | |
| Agar gum | Also as a carrier / capsule wall ingredient |
| Alginic acid / sodium alginate | From seaweed |
| Behenyl alcohol | |
| Candelilla wax (euphorbia cerifera)** | |
| Carrageenan | |
| Carnauba wax** | |
| Cetyl alcohol | |
| Cetearyl alcohol | |
| Gellan gum | |
| Guar gum | |
| Konjac gum (glucomannan) | |
| Locust bean gum | |
| Pectin | |
| Stearyl alcohol | |
| Tara gum (caesalpinia spinosa gum) | |
| Tragacanth gum (astragalus gummifer gum) | |
| Xanthan gum | Produced by fermentation. |

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- * Ingredients require evidence that stability and safety cannot be assured using organic or natural substances.
- ** When organic ingredients are available for any listed above they **MUST** be used.
- 16.2 Ingredients shown as provisional will be allowed until the next revision of this Standard (or the end of 2015, whichever is the sooner) providing there are no suitable organic or more natural alternatives that become available in the meantime and providing no new data is identified which would cause them to be withdrawn
- 16.3 Parfum / fragrance and flavour / aroma **must** be natural according to the ISO Norm 9235.
- 16.4 Fragrances and flavours can be obtained 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).
- 16.5 Fragrances and flavours **must** not be obtained by:
 - i. chemical synthesis or isolated by chemical processes which is chemically identical to a substance naturally present in material of vegetable or animal origin;
 - ii. chemical synthesis but which is not chemically identical to a substance naturally present in material of vegetable or animal origin.
- 16.6 You may apply for authorisation to use products where an ingredient of agricultural origin does not appear on the above list.
- 16.7 You may only use an ingredient that you have applied for after being added to this Standard or a derogation has been granted by NFCC based on you demonstrating:
 - i. The need for the ingredient;
 - ii. The method of its production (no adverse environmental impact);
 - iii. Documentary evidence that organic material could not be sourced.
- 16.8 Unless the material is added to this Standard, such derogations will be temporary and valid for not more than 12 months and we 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.
- 16.6 The Cosmetics Directive, now Regulation (EU) 1223/2009 identifies certain materials which are natural constituents of raw materials, such as essential oils and botanical ingredients. These 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.

17. Operational and compositional processing requirements

17.1 Legislation

You **must** ensure that your premises conform to all relevant statutory requirements including the Cosmetic Product (Safety) Regulation (SI 2925) 1996 in regard to premises, equipment, the facilities that **must** be provided.

17.2 You **must** also ensure that all products meet specified requirements for grade, composition, quality, quantity or description conform to the requirements specified by the relevant statutory regulations.

17.3 GMP

You **must** establish and maintain good manufacturing practice and hygiene precautions to protect products from contamination or deterioration.

17.4 You **must** have documented quality assurance procedures and a system of evaluation of raw materials which is based on risk assessment.

17.5 You and your site personnel **must** carry out all operations in accordance with good practice and high standards of hygiene in the plant.

17.6 You **must** regularly inspect all areas for cleanliness, good housekeeping and ensure proper stock control and rotation.

17.7 Purchased products

You **must** ensure that all organic materials (including wild) are purchased from certified sources.

17.8 Equipment

You **must** make sure that equipment and utensils used for organic products are of suitable materials and constructed so they are non porous and can be thoroughly cleaned.

17.9 Contact surfaces

You **must** make sure all product contact surfaces are:

- i. smooth, free from cracks and crevices and made from non porous food grade materials that are inert to the product under conditions of use;
- ii. readily accessible for manual cleaning or if not these **must** be readily disassembled for manual cleaning;

17.10 Packaging and transportation

You **must** ensure that products are 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.

17.11 Training

You **must** identify the training needs of the personnel and training **must** be carried out to ensure that personnel are competent to perform assigned tasks and understand the importance of maintaining organic integrity throughout the production process.

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17.12 Identification and separation

You **must** ensure that, where non organic products are also processed, packaged or stored in the unit concerned :

- i. Storage areas used for organic production, before, during and after processing are 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 are 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 are carried out continuously until the complete production run has been completed.
- iv. Effective procedures and practices, supported by effective documented control systems and records, are established and maintained to ensure that throughout the production cycle organically produced products are kept completely separate from non organic products.

18. Cleaning, fumigation and pest control

- 18.1 You **must** establish and maintain an effective cleaning programme that is documented to ensure that areas are clean, free from visible residues and debris that might contaminate or impair organic integrity.
- 18.2 You **must** not allow product and other debris to accumulate in production areas or on the site as a whole.
- 18.3 You **must** clean all product contact surfaces 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.
- 18.4 You can use, where practicable, dry cleaning methods providing product safety is not put at risk.
- 18.5 Potable water **must** be used for all wet cleaning routines.
- 18.6 You **must**, where cleaning in place methods are used it, be able to demonstrate that the results achieved are equivalent to those obtained by disassembly and manual cleaning.
- 18.7 You **must** take effective steps to ensure that residues from detergents, disinfectants and sanitisers that are used for cleaning purposes do not contaminate, taint or remain on product contact surfaces.
- 18.8 You **must** properly label and store safely detergents, disinfectants and sanitisers to avoid the risk of contaminating products.
- 18.9 **Fumigation**
You **must**, in cases where fumigation of premises, plant or equipment is

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required, ensure the treatment is carried out under the supervision of suitably qualified personnel or company and in accordance with the Control of Substances Hazardous to Health Regulations.

- 18.10 You **must** allow adequate clearance time 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 are used again for organic production.
- 18.11 You **must** not allow organic raw materials; semi finished or finished products to be present when fumigation treatments are carried out.
- 18.12 **Pest control**
You **must** ensure measures are established and maintained to ensure that the premises are effectively protected against ingress by wild birds and infestation by rodents and insects.
- 18.13 You should only use mechanical 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.
- 18.14 You **must** properly label and store under lock and key substances used for rodent control.
- 18.15 You **must** keep precise and up to date records of all cleaning routines, fumigation treatments and pest control measures

19. Labelling

- 19.1 You **must** ensure that you only label and advertise products as organic that have been produced to this Standard.
- 19.2 You **must** ensure that your labelling of processed products also comply with all statutory labelling legislation and industry labelling norms.
- 19.3 You **must** only label and advertise products as organic in the sales description of the product where over 95% of the raw materials are from certified ingredients or derived from validated wild sources.
- 19.4 You **must** only label and advertise a product containing less than 95% organically certified or wild material with the statement “made with X% organic ingredients” or “made with X% wild harvested ingredients” or both, whichever is applicable.
- 19.5 You **must** in the statutory ingredient list ensure that indications are clear and relate only to those ingredients produced to this Standard or another recognised organic standard. 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.
- 19.6 You **must** in a separate statement set in the same visual field as the sales description indicate the percentage of the plant derived ingredients produced to this Standard. 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

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organic ingredients” or “made with X% wild harvested ingredients” as appropriate.

- 19.7 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 shown in the INCI list by use of “*” (* produced organically) or by the description “organic X” (where X = INCI description) in the product description.
- 19.8 You **must** only label and advertise products as in conversion to organic 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
- 19.9 Your product labelling **must** refer to "Produced to NFCC Organic Personal Care Standard."
- 19.10 You **must** ensure that the retail pack and the transit outer are printed with a traceability code which identifies the date of production, and shift and / or batch / lot number.
- 19.11 You **must** discontinue any use of our logo which is unacceptable to us and any form of statement which in our opinion might be misleading.

20. Packaging materials

- 20.1 You should as far as is reasonably practicable used for the packaging of organically produced products, ecologically sound materials.
- 20.2 Packaging **must** be biodegradable and / or recyclable.
- 20.3 You **must** ensure materials used for product packaging is 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.
- 20.4 You **must** if using a returnable outer container make sure they are made from non absorbent materials, kept in good repair and be clean and free from contamination.
- 20.5 You **must** store all packaging materials off of the floor, away from walls and the ceiling in clean, dry, hygienic conditions.
- 20.6 You **must** use packaging that is fit for the purpose, i.e. **must** protect the product for the duration of its intended shelf life. Excessive packaging is not environmentally sound.

21. Transport

- 21.1 You **must** ensure that products which are not in their packaging for the end consumer when transported to other units are 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.
- 21.2 You **must** ensure that products intended for retail sale are 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.
- 21.3 You **must** ensure all vehicles used for transporting 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 organic products.
- 21.4 You **must** before loading, inspected to ensure all vehicles and handling equipment 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.
- 21.5 You **must** if using shipping containers make sure they are 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.

22. Records

- 25.1 You **must** keep accurate records of your processing activities and these **must** be made available for examination at your annual audit.
- 25.2 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 you have received.
 - ii. The origin, nature and quantities of non organically produced agricultural products, non agricultural ingredients and processing aids you have received.
 - iii. The composition of the organically produced products (formula).
 - iv. The nature, quantities and consignees of the products you have shipped.
 - v. As appropriate stock records for raw materials and finished products.
 - vi. Plant cleaning schedules including a list of all substances used.

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- 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.

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

23. Product testing

- 23.1 You **must** not have carried out on animals in the last five years product testing causing pain, distress or significant irritation (e.g. Draze test).
- 23.2 You **must** provide documentary evidence of cruelty free testing for any new ingredient purchased.

24. Environmental concerns

- 24.1 You **must** treat all effluents and stack emissions to reduce environmental and atmospheric pollution to below prescribed limits (to be defined).
- 24.2 You **must** have a documented environmental policy and supporting procedures to ensure that policy is observed.

25. Criteria for acceptance of processed materials

- 25.1 Derived from **agricultural** or **wild** sources
You must wherever possible ensure the starting materials are organic or wild, however when either is unavailable commercially, non organic starting materials can be used subject to:
 - i. The source material not being an endangered species;
 - ii. The source material has not been genetically modified;
 - iii. 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;
 - iv. Effluent and stack emission treatment **must** be documented and subject to verifiable controls.
- 25.2 Derived from **natural** sources:
You must ensure that natural raw materials are obtained by mining or pumping.
- 25.3 You must only use natural resources as starting materials if the rate of usage does not cause significant depletion of the earth's resource or cause environmental problems resulting from their extraction.
- 25.4 You must, If the process involves chemical reactions which create by products that are harmful to health or to the environment ensure that:

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- i. effective measures are taken to prevent human or animal contact;
 - ii. you treat effluent or stack emissions to a level which is harmless to the environment and to wildlife;
 - iii. effluent and stack emission treatments are documented and subject to verifiable control.
- 25.5 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.

26. Wild criteria

- 26.1 You **must** only use plants, fungi, berries, nuts, seeds, herbs, spices and materials derived from animals, birds, fish and insects which grow and live in habitats which are not commercially exploited on a regular basis.
- 26.2 You must ensure that the wild habitat is 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.)
- 26.3 You must establish that the wild habitat is at least 5km distance from any arterial roads or motorways, although tracks and roads less than 4 metres wide are acceptable.
- 26.4 You must determine that the prevailing wind and rivers passing through the wild habitat do 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.
- 26.5 You must treat produce harvested from the wild 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.
- 26.6 You must keep records of harvest 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.

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27. Glossary of Terms:

A, B, C

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| Agricultural | Produce of land management or aquaculture. Crops, livestock and livestock products. |
| 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 eg concentrated by evaporation or dried |
| Applicant | An organisation or person who has applied for, but has not yet been given operator status. |
| Approved body | A recognised certification body with appropriate non food production standards. |
| Approved producer | A registered operator holding a valid certificate of conformity and trading schedule for the production of organically produced products. |
| 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 and trading schedule | Documents showing organic products that conform to a set standard. |
| Certified organic | Any product which has been certified organic by one of the recognised organic certification bodies. |
| Certification scheme | The scheme operated by NFCC designed to certify conformity with the Standard as defined. |
| Cosmetic product | As defined in Article 2 of Regulation EU No. 1223/2009. |

D, E, F

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| Derogation | Permission granted by us to carry out a specific task. |
| Floral water (hydrolat) | Collection of condensate water from steam distillation of an aromatic plant material. |
| Functional (additives) | The specific function which is provided by an additive eg foaming agents, emulsifiers, anti microbial agents, acidity regulators etc. |

G, H, I

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| Genetically modified organisms (GMO) | Products produced from or by GMOs are incompatible with the concept of organic production and consumers' perception of organic products. They should therefore not be used in organic farming or in the processing of organic products. |
| GMO derivative | Any substance which is either produced from or produced by |

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| | GMOs, but does not contain them. |
| Hazard Analysis Critical Control Point (HACCP) | A system for identifying and controlling hazards. |
| Holding | All the production units operated under a single management for the purpose of producing agricultural products. |
| I.N.C.I. | International Nomenclature of Cosmetic Ingredients. |
| Infusion : aqueous extraction | Derived by steeping plant material in hot or boiling water to extract active components |
| Ingredient | Processed agricultural crop and livestock product which has a functional role in the product in which it is used. |
| Inspector | A qualified person appointed to conduct and carry out audits. |

J, K, L

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| Labelling | Any words, particulars, trademarks, brand names, pictorial matter or symbols appearing on any packaging, document, notice, label, board or collar accompanying or referring to a product. |
| Licensee | An operator who has been granted a certificate of conformity. |
| Logo | The symbol or mark of conformity issued to operators by NFCC for use on products produced in accordance with this Standard. |

M, N, O

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| Marine mammalian | Mainly whales but also other marine species. |
| Mycology | Study of fungi. |
| Natural sources | Minerals, hydrocarbons, fresh and sea water which are obtained directly from the earth's environment. |
| Non allergenic | Free from components which are known to cause allergic reaction. |
| Non organic | Not coming from or not related to a production in accordance with this Standard. |
| Non compliance | A failure to meet this Standard. |
| Operator | Anyone who produces, prepares, stores or imports from a third country, with a view to the subsequent marketing thereof, products referred to as organic. |
| Organic | Relating to production in accordance with EU organic legislation. The word organic is a prescribed description for food products and for the purposes of certification of personal care products, its meaning is the same |

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P, Q, R

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| Personal care products | 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. |
| Potable water | Water that is safe to drink, free from pollution, harmful organisms and impurities. |
| Preparation/processing | The operations of processing raw materials into a finished product |
| Processing aid | Any substance not consumed as a food ingredient by itself but performs a technological purpose during processing |
| Raw material | Products which are used as the starting materials to make other products or ingredients. |

Glossart of Terms: S,T,U

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| Torrefaction | Drying or roasting with intense heat |
| Wild criteria | 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, certified wild ingredients are regarded as organic |

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