



Non-Food Certification Co.

Organic

Personal Care Standard

© 2008 by Organic Food Federation
31 Turbine Way Eco Tech Business Park Swaffham Norfolk PE37 7XD

Tel: 01760 720444 Fax: 01760 720790 Email: nonfood@orgfoodfed.com Website: www.orgfoodfed.com
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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. The NFCC 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 legal requirement for organic non-food certification, an industry recognised Standard does enable a brand to substantiate claims of organic status.
- 1.4 This Standard does not, however, remove or compromise the requirement to comply with the UK Cosmetics Regulation and if applicable, the EU Cosmetic Products Regulation in force (and all subsequent amendments).
- 1.5 This Standard may be reviewed as and when organic, wild or other 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 made.

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 extraction or manufacturing processes.
- 2.2 Animal ingredients are not permitted to be sourced from dead vertebrates. Animal, fish and insect by-products, where the animal is not harmed, are allowed, for example, lanolin, beeswax, honey, milk, yogurt etc.
- 2.3 This Standard covers all items defined as cosmetic products by the UK Cosmetics Regulation as defined in Chapter 1, Article 2.
- 2.4 This Standard does not cover health food supplements; medicines or any other products intended for internal consumption.
- 2.5 Materials derived from cultivated or wild plants are accepted as organic materials. 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 using physical processes such as aqueous, glycerin or (natural) alcoholic extraction, physical extraction (thermal, pressure, 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. The Nagoya Protocol on access and benefit sharing and CITES requirements need to be observed.

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- 2.8 You may only chemically process organic or wild raw materials to produce a functional ingredient if the process is permitted by 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 NFCC 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 the NFCC or the organic industry.
- 3.8 You **must** inform NFCC 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.
- 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 NFCC approved inspectors are experienced in the industry and will carry out an annual on-site inspection.
- 5.2 The inspections NFCC carry out fall into four categories:
- i. Assessment is the initial approval inspection carried out by NFCC;
 - ii. Surveillance is the 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:
 - NFCC receive a complaint in writing regarding your company's activities;
 - If we have to be certain that corrective action for a serious non-compliance has been made.
- 5.3 You **must** give our representatives access during normal working hours to your premises (or other areas), 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 your organisation has satisfied the requirements of 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 from the date of certification.
- 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.

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- 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 NFCC.
- 6.7 NFCC certification panel / officers are independent of the 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 the designated representative of your organisation at the time of inspection.

8. Testing

- 8.1 Where organic integrity, production techniques or unauthorised products are suspected we will request the operator, 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 Genetic Modification that you have received.
- 8.3 You will have to pay any costs relating to the samples and analysis taken.

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- 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 addition of, or to, formulations or premises.
- 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 suspension of the certification for the products or enterprises affected, or the whole certificate;
 - 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.

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- 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 NFCC head office, 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 your company 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 When an organisation has been suspended, terminated or withdrawn it is illegal to sell or trade in organic products with the NFCC 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 organic content.
- 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 in sufficient quantities, 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 are permitted by 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 glycerin, water, ethanol or other materials allowed under this standard);
 - v. They are considered non-toxic and generally non-allergenic in the concentrations used;
 - vi. They are derived from a renewable / sustainable source.

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- 12.2 A list of permitted production processes for functional ingredients, such as emulsifiers, surfactants and other necessary materials is given in section 16.7 of this Standard. The chemical reaction process must utilise natural / agricultural feedstock materials.
- 12.3 Materials not covered in this Standard are not permitted for use in the organic products, unless approved by application to NFCC (see 12.5)
- 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 to NFCC for non-organic forms to be substituted or partially substituted on a temporary basis.
- 12.5 Where materials are not covered in this Standard you may apply 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 are unsuitable;
 - 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 non-exhaustive 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 covered by 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 approved in this Standard;
 - iv. Labelling rules as set out in this Standard are complied with.

13. GMOs

- 13.1 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.
- 13.2 We consider the techniques of genetic modification referred to below as prohibited:
- i. Recombinant DNA techniques using vector systems as previously covered by Council Recommendation 82/472/EEC;
 - 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.
 - v. 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:
 - a. In vitro fertilisation;
 - b. Conjugation, transduction, transformation or any other natural process;
 - c. Polyploidy induction.

14. Permitted functional ingredients not of plant origin.

The following lists are not exhaustive. Other materials that are acceptable to organic cosmetic standards, such as COSMOS or NATRUE, may be utilised on application to NFCC.

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	

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Sodium dehydroacetate	
Gases	
Carbon dioxide	Closed systems only
Nitrogen	
Oxygen	
Salts and mined minerals	
Ammonium carbonates	
Calcium carbonates	
Calcium sulphate	
Ground gemstones	Exfoliating agents
Hydrated silica	
Magnesium carbonates	
Monocalcium phosphate	
Potassium carbonates	
Silica (silicon dioxide)	
Sodium chloride (salt)	Mined or evaporated from sea water
Sodium carbonates	
pH adjustment:	
L-arginine	Fermentation source
Potassium hydroxide	Saponification, pH adjustment
Sodium hydroxide	Saponification, pH adjustment
Citric / Lactic Acid	Fermentation source
Pigments / UV absorbers	
Titanium dioxide	Non nano size only
Zinc oxide	Non nano size only

14.2 Microorganism preparations

Any preparations of microorganisms normally used in preparation of ingredients for medical, toiletry or food use, with the exception of microorganisms 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 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 auxiliary products

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

15.2 Preparations of microorganisms and enzymes

You may use any preparations of microorganisms 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

The following non-organic materials are acceptable if certain criteria are met.

16.1

Product	Specific criteria
Animal By-Products (that do not involve harm to the animal)	
Lanolin & lanolin wax / natural source derivatives (high purity)	Pesticide levels to be checked by NFCC.
Other Materials	
Lecithin & Hydrogenated Lecithin	Soy, sunflower or egg – non GM only
Palm / Palm Kernel Oil (and derivatives acceptable to this standard)	Must come from RSPO or other certified sustainable supply chains. Ideally Segregated and Identity Preserved qualities should be used but Mass balance (MB) quality is a minimum requirement.
Squalene / squalane	Sustainable plant or no-GM fermentation source only

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Vegetable / plant oils	Subject to proven lack of commercial availability of organic material
Miscellaneous / active ingredients	
Bromelain	
Exfoliating particles (various)	Natural plant scrubs, processed without ionising radiation
Hyaluronic acid / sodium hyaluronate	Fermentation only
Papain	
Propanediol	As a humectant or carrier for extracts
Natural source / process alternative preservatives	
Caprylic Acid	
Caprylyl Glycol	
Glyceryl Laurate	
Glyceryl Caprylate	
Glyceryl Undecylenate	
Ethyl Lauroyl Arginate HCl	
Lauric Acid	
Levulinic Acid / Sodium Levulinate	
Pentylene Glycol	
Phenethyl alcohol	Natural
p-Anisic Acid	
pH adjustment	
Citric acid	Fermentation or non GM plant sources
Lactic acid	Fermentation
Malic acid	Fermentation or non GM plant sources
Mixed Fruit acids	Fermentation or non GM plant sources
Tartaric acid	Fermentation or 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
Candelilla wax (Euphorbia Cerifera)**	
Carrageenan	
Carnauba wax	
Gellan gum	
Guar gum	
Konjac gum (Glucomannan)	
Locust bean gum	
Pectin	
Tara gum (Caesalpinia Spinosa)	
Tragacanth gum (Astragalus Gummifer)	
Xanthan gum	Produced by fermentation

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

** **MUST** have the relevant CITES documentation.

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- 16.2 Parfum / fragrance and flavour / aroma **must** be, as a minimum, natural according to the ISO 9235:2013 standard.
- 16.3 Fragrances and flavours can be obtained by appropriate physical processes (including distillation and solvent extraction), or enzymatic or microbiological processes from material of vegetable origin either in the raw state or after processing by traditional methods (including drying and fermentation). N.B. Solvent extraction using petrochemical solvents is discouraged but can be accepted, if the material cannot be produced using more sustainable solvents. Any solvent residues must be completely removed and recycled.
- 16.4 Fragrances and flavours **must not** be obtained by:
- i. chemical synthesis, or isolated by chemical processes, which give rise to a chemically identical substance to that naturally present in material of vegetable or animal origin (i.e. 'nature-identical' materials);
 - ii. chemical synthesis to produce synthetic compounds not found in Nature.
- 16.5 The EU and UK cosmetics regulations identify certain materials that need to be listed for the benefit of consumers with specific allergies. These are natural constituents of raw materials, such as essential oils and botanical ingredients. The presence of these allergens **must** be labelled, in accordance with the relevant regulations, if they exceed 0.001% in leave on products and 0.01% in rinse off products.
- 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 The following is a non-exhaustive list of "green chemistry" processes that are approved for the production of functional ingredients that cannot be replaced by organic agricultural materials.
- i. Acylation
 - ii. Alkylation
 - iii. Amidation
 - iv. Biotechnological processes (as long as no GMO/GMM is involved)
 - v. Condensation
 - vi. Dehydrogenation
 - vii. Dimerization
 - viii. Esterification
 - ix. Etherification
 - x. Glycosidation
 - xi. Hydration
 - xii. Hydrogenation
 - xiii. Hydrogenolysis
 - xiv. Hydrolysis
 - xv. Ion-exchange
 - xvi. Neutralisation
 - xvii. Oxidation
 - xviii. Phosphorylation

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- xix. Pyrolysis
 - xx. Reduction
 - xxi. Saponification
 - xxii. Sulfation (under limited circumstances)
 - xxiii. Transesterification
- 16.8 You may only use an ingredient that you have applied for after approval 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.
- 16.9 For certain agricultural ingredients, where there is a temporary shortage of commercial organic grade material, a derogation 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.

17. Operational and compositional processing requirements

- 17.1 **Legislation**
You **must** ensure that your premises conform to all relevant statutory requirements including the UK Cosmetic Regulation in regard to premises, equipment and 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 and keep up to date records detailing the supply chain.

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.

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 microorganisms 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, 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 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.

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- 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 manufactured 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 organic 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 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, where this is allowed or accepted by the relevant cosmetic regulation.
- 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

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- 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 packing material 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, use ecologically sound materials for the packaging of organically produced products.
- 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 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 considered 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.

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- 21.4 You **must** before loading, make an inspection 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 (the formulation).
 - 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.
 - 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 testing on animals as mandated by the UK & EU regulations.
- 23.2 You **must** provide documentary evidence of non-animal safety 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** non-agricultural 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:
- 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.

27. Glossary of Terms:

A, B, C

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 e.g. concentrated by evaporation or drying.
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 agriculturally 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 UK Cosmetics Regulation Chapter 1, Article 2 and the corresponding EU regulation.

D, E, F

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 ingredients	The specific function which is provided by a raw material e.g. foaming agents, emulsifiers, anti-microbial agents, pH regulators etc.

G, H, I

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
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	farming or in the processing of organic products.
GMO derivative	Any substance which is either produced from or produced by 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 or 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

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

Natural sources	Minerals, hydrocarbons, fresh and sea water which are obtained directly from the earth's environment.
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 UK / 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.

P, Q, R

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

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Processing aid	Any substance not used as a cosmetic 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.

S,T,U

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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