This questionnaire must be completed by **the manufacturer or the supplier** of the raw material.

Please provide technical documentation (data sheets, flow charts, etc.) alongside the questionnaire.

**1. General Information**

|  |  |
| --- | --- |
| Commercial Name: |  |

|  |  |
| --- | --- |
| INCI Name: |  |

|  |  |
| --- | --- |
| Category/Function: |  |

|  |  |
| --- | --- |
| Chemical Formula: |  |

|  |  |
| --- | --- |
| CAS Number: |  |

**Manufacturer Details**

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
| Contact Person: |  |
| Phone: |  |
| Email: |  |

**Supplier Details** [ ]  Same as manufacturer

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
| Contact Person: |  |
| Phone: |  |
| Email: |  |

**2. Animal Testing**

Is the raw material or any of its ingredients tested on animals by the manufacturer or any third party induced to do so?

[ ]  Yes [ ]  No

*If yes*, is this testing required by law (other than cosmetic law)? [ ]  Yes [ ]  No

*If no*, please provide details:

|  |
| --- |
|  |

**3. Composition Information**

**3.1 Active Ingredients and Solvents**

Please list exhaustively in the table below each ingredient in the commercial reference, including:

* Its name
* Its percentage (%) in the commercial reference
* Its manufacturing process\*
* The reactants used, their origin and their manufacturing process\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ingredient Name** | **%** | **Origin\*\*** | **Manufacturing Process** | **Reactants** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add lines if necessary

\*In the case of ingredients or reactants made by fermentation, please include details of the substrate and the culture medium composition.

\*\*Origin can be described with one of the following categories:

* **PPAI** (physically processed agro-ingredients): processed or extracted using physical processes
* **CPAI** (chemically processed agro-ingredients): processed or extracted using chemical processes
* **Mineral** / Mineral origin
* **Petrochemical**
* **Water**

If an ingredient is already COSMOS Approved (<https://www.cosmos-standard.org/en/databases/approved-raw-materials/>) please mention the commercial name and the manufacturer name.

You may provide detailed manufacturing flow charts for reactants and/or ingredients.

**3.2 Additives**

Please list in the table below all additives (preservatives, antioxidants, pH adjusters, etc.) added to the commercial reference as well as those contained in each active ingredient listed in the previous table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additive Name** | **%** | **Origin\*\*** | **GMO** | **Irradiation** |
|  |  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
|  |  |  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

Add lines if necessary

\*\*Please use the same categories as at 3.1 above.

If an additive is already COSMOS Approved (<https://www.cosmos-standard.org/en/databases/approved-raw-materials/>) please mention the commercial name and the manufacturer name.

**4. Origin of Ingredients**

The requirements in this section apply only to active ingredients and solvents. It is not necessary to fulfil these requirements for additives.

**4.1 Plant Origin Ingredients** [ ]  No plant origin ingredients

Are any of the plants used in the manufacturing process of the raw material listed in the Appendices of the CITES convention? [ ]  Yes [ ]  No

*If yes*, please indicate which one(s):

|  |
| --- |
|  |

Do any of the ingredients in the commercial reference contain palm oil, palm kernel oil or their derivatives? [ ]  Yes [ ]  No

*If yes*, please indicate which one(s):

|  |
| --- |
|  |

Please attach a CSPO (Certified Sustainable Palm Oil) certificate and, if a blend: a statement from the company producing the blend confirming that they only use sustainable ingredients, and the sustainable certificate of the company producing the certified ingredient.

Are all plants used in the manufacturing process of the raw material, including as ingredients, reactants, culture mediums or solvents, guaranteed from non-GMO origin? [ ]  Yes [ ]  No

Please complete the following table:

|  |  |  |
| --- | --- | --- |
| **Plant Name** | **Used as Starting Material** | **Country of Origin** |
| Corn/Maize | [ ]  Yes [ ]  No |  |
| Soya | [ ]  Yes [ ]  No |  |
| Rapeseed/Canola | [ ]  Yes [ ]  No |  |
| Cotton | [ ]  Yes [ ]  No |  |
| Sugar Beet | [ ]  Yes [ ]  No |  |
| Sugar Cane | [ ]  Yes [ ]  No |  |
| Papaya | [ ]  Yes [ ]  No |  |
| Alfalfa/Lucerne | [ ]  Yes [ ]  No |  |
| Sweet Pepper | [ ]  Yes [ ]  No |  |
| Tomato | [ ]  Yes [ ]  No |  |

Ingredients must be derived exclusively from non-GM plants/cereals. Please provide one of the following documents for each ingredient/reagent/substrate proceeding from a plant in the above table:

* **Statement/Letter** – must be filled out by the manufacturer or the previous supplier and refer to the GM risk crop/plant being non-GM and, if applicable, to the substrate being non-GM. It must be dated within the last 12 months and have the company header on it.
* **IP Certification** – must cover the entire supply chain, be dated within 12 months, and contain the correct company name and ingredient.
* **PCR Analysis** – must be carried out on the crop.
* **Independent Audit**

If the raw material is or contains a physically processed coconut derivative, can you provide proof (attestation from any level of the supply chain) that none of the threatened monkey species on the IUCN red list\*\* are used for coconut harvesting? [ ]  Yes [ ]  No [ ]  Not applicable

For other physically processed agro-ingredients, are any threatened species on the IUCN red list\*\* used to harvest the primary raw materials? [ ]  Yes [ ]  No [ ]  Not applicable

\*\*<https://www.iucnredlist.org/search>

*If yes*, please indicate which one(s) and for which ingredient(s):

|  |
| --- |
|  |

**4.2 Animal Origin Ingredients** [ ]  No animal origin ingredients

Are any of the ingredients or reactants from animal origin obtained from an animal listed in the Appendices of the CITES convention? [ ]  Yes [ ]  No

*If yes*, please indicate which one(s):

|  |
| --- |
|  |

Does the manufacturing process for the ingredients of animal origin involve the death of the animal? [ ]  Yes [ ]  No

If the raw material is or contains any egg or egg derivative, is the egg non-fertilised? [ ]  Yes [ ]  No [ ]  Not applicable

**4.3 Mineral Origin Ingredients** [ ]  No mineral origin ingredients

Is **Mica** used in the raw material? [ ]  Yes [ ]  No

*If yes*, is it certified according to:

* The Global Mica Standard from Responsible Mica Initiative? [ ]  Yes [ ]  No
* Or another independent social standard? [ ]  Yes [ ]  No
*If yes*, please indicate which one:

|  |
| --- |
|  |

For **other minerals and mineral origin ingredients**, are they certified according to an independent social standard?

[ ]  Yes [ ]  No [ ]  Not applicable

*If yes*, please indicate which ingredient(s) and to which standard(s):

|  |
| --- |
|  |

Is **Titanium Dioxide** used in the raw material? [ ]  Yes [ ]  No

*If yes*, please provide a quantitative SEM (scanning electron microscopy) analysis report.

* Is it used for a UV function? [ ]  Yes [ ]  No

*If yes*, is it compliant with the EU Cosmetic regulation no. 1223/2009 and the latest SCCS opinions for safe use as a nano UV filter? [ ]  Yes [ ]  No

* Is it used as a decorative function for a cosmetic product? [ ]  Yes [ ]  No

*If yes*, is the following requirement respected: less than 50% of the particles in number distribution are in the nanoscale (1-100nm)? [ ]  Yes [ ]  No

Is **Zinc Oxide** used in the raw material? [ ]  Yes [ ]  No

*If yes*, please provide a quantitative SEM (scanning electron microscopy) analysis report.

* Is it used for a UV function? [ ]  Yes [ ]  No

*If yes*, is it compliant with the EU Cosmetic regulation no. 1223/2009 and the latest SCCS opinions for safe use as a nano UV filter? [ ]  Yes [ ]  No

* For functions other than UV filter, is the following requirement respected: less than 50% of the particles in number distribution are in the nanoscale (1-100nm)? [ ]  Yes [ ]  No

Are **Silica, Cerium Dioxide or Hydroxyapatite** used in the raw material? [ ]  Yes [ ]  No

*If yes*, please provide a quantitative SEM (scanning electron microscopy) analysis report for each one.

**4.4 Microbial or Biotechnological Origin Ingredients** [ ]  No microbial or biotechnological origin ingredients

For the ingredients or reactants that come from a biotechnology process (fermentation, enzymatic hydrolysis, etc.), please list the biocatalysts used (yeast, bacteria, enzymes, etc.) and their origin:

|  |
| --- |
|  |

Are the biocatalysts used genetically modified or produced from GMO? [ ]  Yes [ ]  No

If yes, please indicate the ingredient(s) concerned:

|  |
| --- |
|  |

For enzymes from GMM (genetically modified microorganisms), are the following conditions respected?

* Enzymes from GMM are purified before use
* The GMM are used in closed vessel
* The GMM are deactivated after the process
* Risk assessment of GMM impact on the environment is implemented
* Risk plan is established if GMM is released into the environment
* PCR (-) or any other method must be submitted to prove that no DNA of the GMM is present in the final raw material

[ ]  Yes [ ]  No [ ]  Not applicable

Is the feedstock used in biotechnology processes only from natural vegetable or microbial raw materials, without using genetically modified organisms or their derivatives? [ ]  Yes [ ]  No

**4.5 Ingredients Containing Petrochemical Moieties** [ ]  No ingredients containing petrochemical moieties

If the raw material contains a petrochemical moiety, please specify the ingredient(s) concerned as well as the percentage (%) of the moiety on the active matter:

|  |
| --- |
|  |

**4.6 Ingredients Containing Phosphate** [ ]  No ingredients containing phosphate

If the raw material is or contains an organic phosphate molecule, please indicate the ingredient(s) concerned:

|  |
| --- |
|  |

Are halogenated phosphorus reagents used during the manufacturing steps? [ ]  Yes [ ]  No

Is the phosphate content of the organic phosphate molecule 5% or less? [ ]  Yes [ ]  No

Does the production facility include its own sewage treatment plant? [ ]  Yes [ ]  No

**4.7 Ingredients Containing Sulfate** [ ]  No ingredients containing Sulfate

Is the Sulfation done at a carbon or oxygen atom, without the use of chlorinated Sulfation reagents? [ ]  Yes [ ]  No

Is the Sulfated ingredient meant only for rinse-off cosmetic products? [ ]  Yes [ ]  No

**5. Manufacturing Processes**

The requirements in this section apply only to active ingredients and solvents. It is not necessary to fulfil these requirements for additives.

**5.1 Process Solvents**

Are solvents used during the manufacturing steps of any ingredient? [ ]  Yes [ ]  No

*If yes*, please indicate the ingredient(s) concerned and the solvent(s) used:

|  |
| --- |
|  |

Are solvents used during the purifying steps (extraction, washing, crystallisation, etc.) of any ingredient? [ ]  Yes [ ]  No

*If yes*, please indicate the ingredient(s) concerned and the solvent(s) used:

|  |
| --- |
|  |

Are the solvents recovered and removed from the final product? [ ]  Yes [ ]  No [ ]  Not applicable

Where petrochemical solvents are used, please provide a certificate of analysis showing that no solvent is detectable in the final product.

**5.2 Manufacturing Auxiliaries**

Are manufacturing auxiliaries (e.g. catalysts) used during the manufacturing steps of any ingredient? [ ]  Yes [ ]  No

*If yes*, please indicate the ingredient(s) concerned and the auxiliaries used:

|  |
| --- |
|  |

Are the manufacturing auxiliaries completely removed? [ ]  Yes [ ]  No [ ]  Not applicable

*If no*, are the manufacturing auxiliaries removed to technologically inevitable amounts using state of the art manufacturing processes and deactivated? [ ]  Yes [ ]  No [ ]  Not applicable

Are the manufacturing auxiliaries detectable by analysis? [ ]  Yes [ ]  No [ ]  Not applicable

*If yes*, please indicate the auxiliaries concerned and their concentration(s):

|  |
| --- |
|  |

Are there temporary modifications (e.g. protection of functional groups) during the manufacturing steps of any ingredient? [ ]  Yes [ ]  No

*If yes*, please indicate the ingredient(s) concerned and the temporary modification(s) performed:

|  |
| --- |
|  |

**5.3 Prohibited Processes and Components**

Please indicate whether the following processes are used during the manufacturing steps of any ingredient or reactant in the commercial reference:

|  |  |
| --- | --- |
| * Use of ethylene oxide, propylene oxide or other alkylene oxides (e.g. for ethoxylation or propoxylation)
 | [ ]  Yes [ ]  No |
| * Ionising radiation
 | [ ]  Yes [ ]  No |
| * Halogenation (as main reaction)
 | [ ]  Yes [ ]  No |
| * Treatments with ethylene oxide
 | [ ]  Yes [ ]  No |
| * Treatments using mercury
 | [ ]  Yes [ ]  No |
| * Bleaching – deodourisation (on a support of animal origin)
 | [ ]  Yes [ ]  No |
| * Bleaching with sodium hypochlorite
 | [ ]  Yes [ ]  No |
| * Deterpenation (other than with steam)
 | [ ]  Yes [ ]  No |
| * Decolouration with sodium hypochlorite
 | [ ]  Yes [ ]  No |
| * Electricity or any process putting the animal under stress (e.g. bee venom or snail slime)
 | [ ]  Yes [ ]  No |

*If yes*, please indicate the ingredient(s) concerned:

|  |
| --- |
|  |

**6. Green Chemistry Principles**

The requirements in this section apply only to chemically processed agro-ingredients (CPAI) and mineral origin ingredients. It is not necessary to fulfil these requirements for additives.

Is the reaction mass efficiency of each CPAI or mineral origin ingredient’s last reaction step higher than 50%?

[ ]  Yes [ ]  No [ ]  Not applicable

Reaction mass efficiency = (mass of desired product) / (mass of all reactants) x 100

Which procedures, action plans or certificates to ISO guidelines or national regulations are in place to continually reduce energy consumption? Please indicate the name of the document(s) and submit alongside the questionnaire:

|  |
| --- |
|  |

Which procedures, action plans or certificates to ISO guidelines or national regulations are in place to minimize waste? Please indicate the name of the document(s) and submit alongside the questionnaire:

|  |
| --- |
|  |

Which procedures, action plans or certificates to ISO guidelines or national regulations are in place to ensure human health and safety throughout the supply chain (from the mines in particular for mineral origin ingredients)? Please indicate the name of the document(s) and submit alongside the questionnaire:

|  |
| --- |
|  |

**Ecological Data (Only for CPAI)**

Please complete the following table for each chemically processed agro-ingredient in the commercial reference, or for the commercial reference as a whole:

|  |  |  |
| --- | --- | --- |
| **Ingredient INCI Name** | **Biodegradability (Value + Test)** | **Aquatic Toxicity (Value + Test)** |
|  |  |  |
|  |  |  |
|  |  |  |

Add lines if necessary

Accepted: test values, data from literature, or approach by structure analogy such as read across data. Please specify the data or submit relevant documentation.

**7. Declaration**

[ ]  To the best of my knowledge, all the information supplied in this form is accurate. Should any of this information be found to be false, any subsequent approval granted by ACO Certification Ltd will be revoked.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Company: |  |

|  |  |
| --- | --- |
| Date: |  |