melt & pour guide.

melt & pour guide.

Contents.

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A note from me.

Anything is possible when you have the right people there to support you

I would like to say a huge thank you for purchasing this assessment. It has been a labour of absolute love for so long and I am so pleased to be able to bring to the market, what is in my opinion the most supportive assessment!

This has not been thrown together to make dollar from anyone, but was born from our own experience in business and learnings from running a six figure bath wholesale business that saw us close our website more than it was open to cope with demand.

Now we have closed that operation to allow the customers of Fragrance Oil Studio to have that earning potential and encourage more collaborative working within the industry. Not everyone will want to make bath & body products, however lots will and already do have bath products containing Fragrance Oil Studio oils.

So there is already a customer base who have tried and tested these recipes in our own products and are wanting to purchase bath products from people like you!

We have a post in the group that permits the wholesale of bath & body products made using this assessment, thereby giving you immediate access to that customer base.

The cost of fixed assessments is eye-watering and we were determined to bring an assessment with greater flexibility and **FREE** to market. We were the first company to provide free CLP labels with fragrance oils and continue in our efforts to make life easier for the wax and bath industries.

Once you have read this document your requirements will be clearer and feel less overwhelming.

Please note this guide is strictly for the recipient we provide it to. Anyone found to be sharing or copying this in full or part thereof, will be removed from our Facebook group and refused further service.

Thank you for being part of our journey and supporting our family business

I will always support yours in the way I have and we have big plans for the future

Much love

Carley
xoxo

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RECIPE

Recipe
Sponges | Bars | Shapes

A FEW RULES:

- You can mix colours but you are only permitted to use one fragrance oil per product.
- The recipe is confidential to the FOS community and should not be shared outside of that.

INGREDIENT	GRAMS
Stephensons Melt & Pour SLS Free in White OR Clear	1000

| OPTIONAL INGREDIENT	GRAMS
Fragrance Oil	20
Colour: Dye/Lakes/Mica/Glitter/Pigment	Up to 30
Binder: Water/Witch Hazel/Alcohol	Up to 10

Our assessment allows for an unscented and/or uncoloured option. Please note the testing section of this booklet that explains why you should not just head straight into using 3% colour. The allowance is there for the colour lovers but caution needs to be used to ensure there is no staining. We recommend starting at 0.25g of colour for the above batch then make your way up as blue and pink especially go a long way! Neons are best for sponges to start learning with.

Recipe
Sponges | Bars | Shapes

You are permitted to make the following product with this assessment:

A synthetic soap sponge / natural dried loofah with or without a rope handle
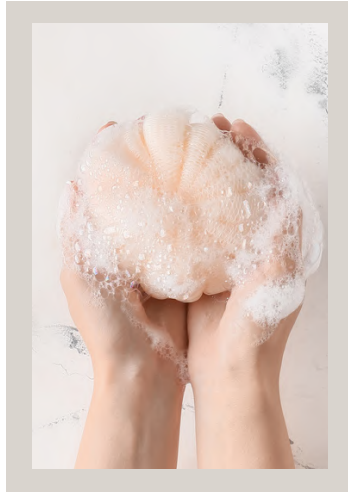
Soap bars/slices

Soap shapes

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METHODOLOGY

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Methodology
Sponges | Bars | Shapes

WHAT YOU WILL NEED:
An apron
A hair net
Gloves
Trade approved weighing scales
Mixing bowls/jugs
A spoon or spatula to mix
Some small plastic beakers for weighing
A funnel for pouring if you prefer something to assist with pouring
Trays/Sponges/Moulds depending on what you are making

SOAP SPONGE PROCESS:
1. Put on gloves, hair net and apron
2. Clear and clean the area you are working in
3. Add 2g hot water to the water soluble dye and mix then set aside. Skip this step if using other colours.
4. Have soap sponges ready or moulds because you only have a certain window from the soap being melted before it goes hard. Leave plenty of space around each sponge.
5. Weigh out all other ingredients and have them in pots ready. It is best to weigh them one at a time in individual pots as if you overweigh one into a mixed bowl, it is hard to then ensure your recipe is compliant to an assessment
6. Mix your pot of colour with fragrance oil and stir well to ensure no colour spots. This can take over a minute. If you are not using water soluble dyes you can mix colour directly with the oil at this point.
7. Chop the melt and pour base into small cubes so it melts quicker and put this in a mixing bowl.
8. Heat either in the microwave in 30 second bursts then stir or use a double boiler but making sure you do not overheat the base! Stir each time you check it until completely melted.
9. WORK QUICKLY FROM HERE because the soap solidifies. Add fragrance oil and colour then mix thoroughly.

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Methodology
Sponges | Bars | Shapes

You can add your mix in many ways and you will find a way that suits you. Here are 2 we have tried
with method 1 being our recommended for the best finished look.

METHOD 1
1. Put your tray on the scales with the sponge on and tare it to zero. That means anything you add now will be the weight of soap you are adding to the sponge. We recommend around 150g for full
coverage.
2. Pour 150g onto the sponge from top to bottom rather than just in the middle and press down flat to allow the sponge to absorb the mix on all sides. This should absorb the soap to all sides without needing to lift it and rub it in as that does not leave a nice finish.

METHOD 2
1. Weigh 150g into a mixing bowl
2. Squeeze your sponge then dip into the mix and rotate on all sides until covered.

TIPS
You can put the mix back in the microwave for a small burst if it solidifies too quickly for you though this will affect the fragrance throw. You may just need to do it a few times until you get the hang of how you make them and how fast you need to be!
They dry and harden quite quickly so can be packaged after an overnight drying session. Package in heat seal bags or cello bags sealed with a sticker.
You will need to label with the minimum weight across a batch if you are using a sheet of labels where the weight is preprinted. You cannot sell a 120g sponge with a label for 140 or 150g.

SOAP BARS & LOAVES
1. Follow steps 1-9 of sponges but using a jug instead of a bowl
2. Pour the mix into the mould and leave to set
3. Demould after they have dried for 24 hours.

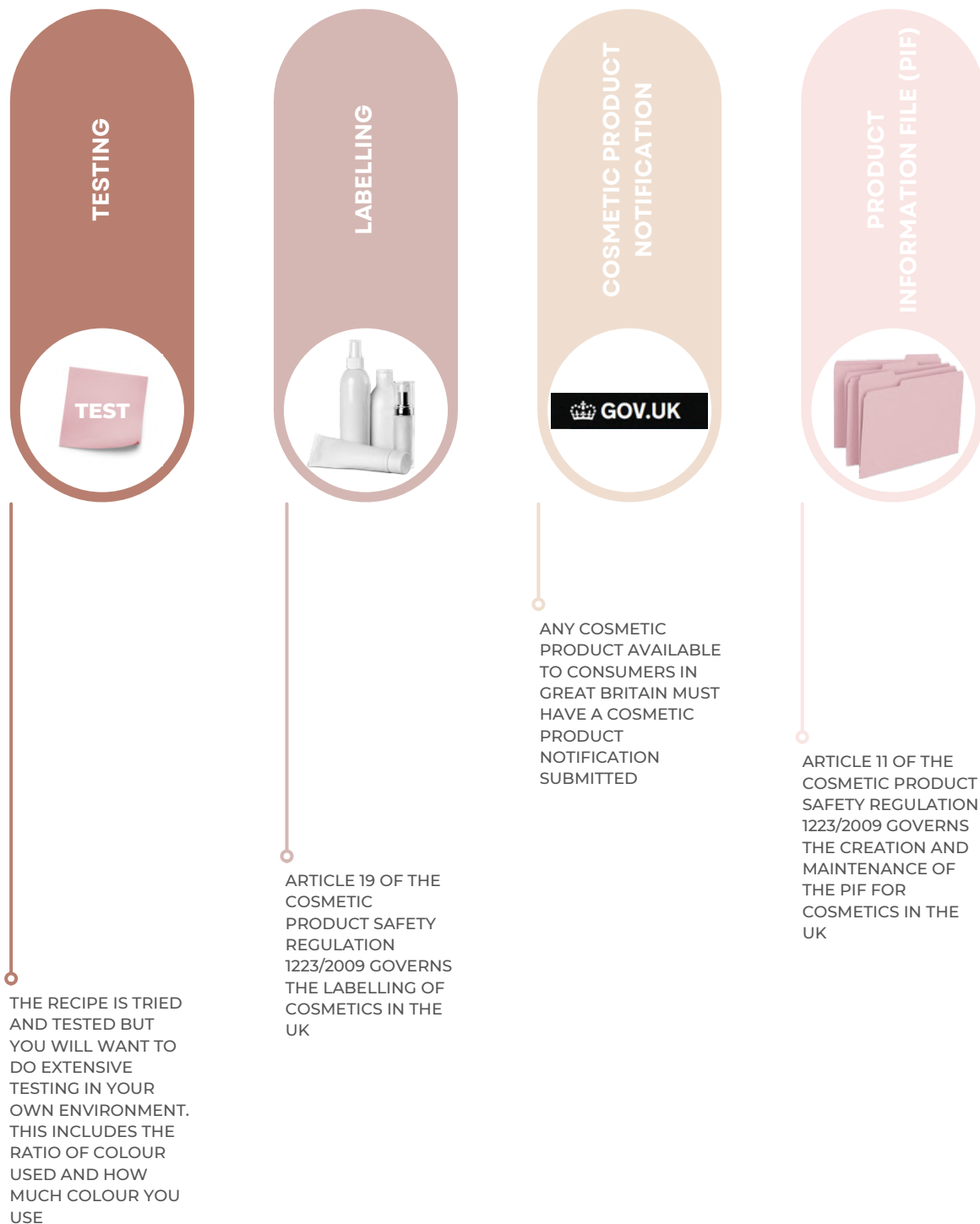# melt & pour guide.

REQUIREMENTS

Requirements before selling

Does this mean I can sell now?
Not quite – There are a few more steps

TESTING

LABELLING

COSMETIC PRODUCT NOTIFICATION

PRODUCT INFORMATION FILE (PIF)

THE RECIPE IS TRIED AND TESTED BUT YOU WILL WANT TO DO EXTENSIVE TESTING IN YOUR OWN ENVIRONMENT. THIS INCLUDES THE RATIO OF COLOUR USED AND HOW MUCH COLOUR YOU USE

ARTICLE 19 OF THE COSMETIC PRODUCT SAFETY REGULATION 1223/2009 GOVERNS THE LABELLING OF COSMETICS IN THE UK

ANY COSMETIC PRODUCT AVAILABLE TO CONSUMERS IN GREAT BRITAIN MUST HAVE A COSMETIC PRODUCT NOTIFICATION SUBMITTED

ARTICLE 11 OF THE COSMETIC PRODUCT SAFETY REGULATION 1223/2009 GOVERNS THE CREATION AND MAINTENANCE OF THE PIF FOR COSMETICS IN THE UK

Please note:
The law requires exactly the same process whether you are gifting or selling cosmetics.

Further reading:
https://www.gov.uk/guidance/making-cosmetic-products-available-to-consumers-in-great- britain#labelling-cosmetic-products

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TESTING

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Testing

What works for one will not always work for another

Testing yourself is so important in many ways!

We have done the first part of the leg work. Many failed batches and tears went into our first formulations.
The success from using our kit and recipe has been evident and removed a lot of that strain. That means you can get straight into testing colour ratios, deciding which colours you want to use for each scent.

JUST BECAUSE THE ASSESSMENT ALLOWS FOR UP TO 3% COLOUR DOES NOT MEAN YOU SHOULD USE IT. Using 3% blue would most definitely result in some form of staining for example. 0.2g per kilo batch is often more than enough.

Look for unique finishes or ways to make your product that will give you a Unique Selling Point (USP). Do you and let the sky be your limit. We would love to see what you come up with in our Facebook group as we are very proud of what you can achieve with these unmatched flexible assessments.

When testing please follow Good Manufacturing Practice (GMP) requirements.
Article 8 of the Cosmetic Product Safety Regulation 1223/2009 states
1. The manufacture of cosmetic products shall comply with good manufacturing practice with a view to ensuring the objectives of Article 1.
2. Compliance with good manufacturing practice shall be presumed where the manufacture is in accordance with the relevant harmonised standards, the references of which have been published in the Official Journal of the European Union.
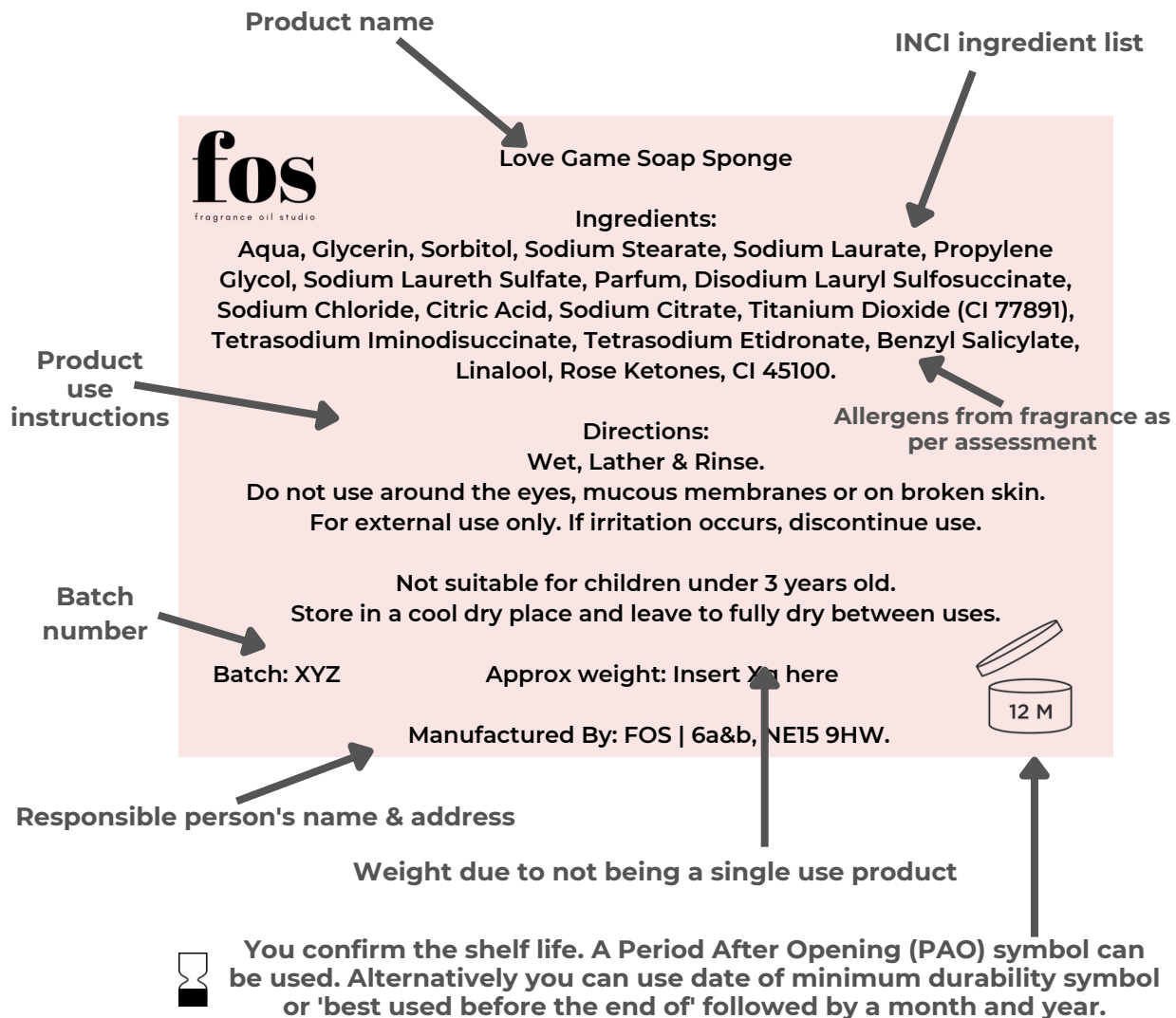
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PRODUCT LABELLING

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FOS Melt & Pour Label Guide

This aims to break down the labelling requirements into simplistic and relatable terms.

The below label is for a soap sponge in the FOS assessment using WHITE base, Love Game fragrance oil and pink water soluble dye.

Product name

INCI ingredient list

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Love Game Soap Sponge

Product use instructions

Ingredients:
Aqua, Glycerin, Sorbitol, Sodium Stearate, Sodium Laurate, Propylene Glycol, Sodium Laureth Sulfate, Parfum, Disodium Lauryl Sulfosuccinate, Sodium Chloride, Citric Acid, Sodium Citrate, Titanium Dioxide (CI 77891), Tetrasodium Iminodisuccinate, Tetrasodium Etidronate, Benzyl Salicylate, Linalool, Rose Ketones, CI 45100.

Allergens from fragrance as per assessment

Directions:
Wet, Lather & Rinse.
Do not use around the eyes, mucous membranes or on broken skin.
For external use only. If irritation occurs, discontinue use.

Not suitable for children under 3 years old.
Store in a cool dry place and leave to fully dry between uses.

Batch number

Batch: XYZ   Approx weight: Insert Xg here

12 M

Manufactured By: FOS | 6a&b, NE15 9HW.

Responsible person's name & address

Weight due to not being a single use product

You confirm the shelf life. A Period After Opening (PAO) symbol can be used. Alternatively you can use date of minimum durability symbol or 'best used before the end of' followed by a month and year.

We have added the extended allergens above to avoid the need to change the label again when the reporting of additional allergens rolls out.

Multiple Options

If you wanted to offer your soap sponge in EITHER a pink or green neon non bleed pigment for example, you would need to add Polyurethane-11 to the ingredients, with +/- after followed by both CI numbers to the list. This means it may contain pink or green and avoids needing two separate product notifications. The bottom line of the ingredients would then become below for example if using no dye or mica and only green and/or pink neon non bleed:

Polyurethane-11, +/- CI 45410, CI 77288.

PLEASE NOTE:
If you use the clear base, you would need to remove CI 77891 above as this is the ingredient for colouring the base to make it white. Remember to add the word Mica should you use any. This goes before your CI numbers at the end.

FOS Melt & Pour Label Guide

That is an annotated example but this is the legislative extract for your reference.

Article 19 extract: Labelling
 1. Without prejudice to other provisions in this Article, cosmetic products shall be made available on the market only where the container and packaging of cosmetic products bear the following information in indelible, easily legible and visible lettering:

(a) the name or registered name and the address of the responsible person. Such information may be abbreviated in so far as the abbreviation makes it possible to identify that person and his address. If several addresses are indicated, the one where the responsible person makes readily available the product information file shall be highlighted. The country of origin shall be specified for imported cosmetic products;

(b) the nominal content at the time of packaging, given by weight or by volume, except in the case of packaging containing less than five grams or five millilitres, free samples and single-application packs; for pre-packages normally sold as a number of items, for which details of weight or volume are not significant, the content need not be given provided the number of items appears on the packaging. This information need not be given if the number of items is easy to see from the outside or if the product is normally only sold individually;

(c) the date until which the cosmetic product, stored under appropriate conditions, will continue to fulfil its initial function and, in particular, will remain in conformity with Article 3 ('date of minimum durability').

The date itself or details of where it appears on the packaging shall be preceded by the symbol shown in point 3 of Annex VII or the words: 'best used before the end of'.

The date of minimum durability shall be clearly expressed and shall consist of either the month and year or the day, month and year, in that order. If necessary, this information shall be supplemented by an indication of the conditions which must be satisfied to guarantee the stated durability.

Indication of the date of minimum durability shall not be mandatory for cosmetic products with a minimum durability of more than 30 months. For such products, there shall be an indication of the period of time after opening for which the product is safe and can be used without any harm to the consumer. This information shall be indicated, except where the concept of durability after opening is not relevant, by the symbol shown in point 2 of Annex VII followed by the period (in months and/or years);

(d) particular precautions to be observed in use, and at least those listed in Annexes III to VI and any special precautionary information on cosmetic products for professional use;

(e) the batch number of manufacture or the reference for identifying the cosmetic product. Where this is impossible for practical reasons because the cosmetic products are too small, such information need appear only on the packaging;

(f) the function of the cosmetic product, unless it is clear from its presentation;

(g) a list of ingredients. This information may be indicated on the packaging alone. The list shall be preceded by the term 'ingredients'.

FOS Melt & Pour Label Guide

For the purpose of this Article, an ingredient means any substance or mixture intentionally used in the cosmetic product during the process of manufacturing. The following shall not, however, be regarded as ingredients:

(i) impurities in the raw materials used;
(ii) subsidiary technical materials used in the mixture but not present in the final product.

Perfume and aromatic compositions and their raw materials shall be referred to by the terms 'parfum' or 'aroma'. Moreover, the presence of substances, the mention of which is required under the column 'Other' in Annex III, shall be indicated in the list of ingredients in addition to the terms parfum or aroma.

The list of ingredients shall be established in descending order of weight of the ingredients at the time they are added to the cosmetic product. Ingredients in concentrations of less than 1% may be listed in any order after those in concentrations of more than 1 %.

All ingredients present in the form of nanomaterials shall be clearly indicated in the list of ingredients. The names of such ingredients shall be followed by the word 'nano' in brackets.

Colorants other than colorants intended to colour the hair may be listed in any order after the other cosmetic ingredients. For decorative cosmetic products marketed in several colour shades, all colorants other than colorants intended to colour the hair used in the range may be listed, provided that the words 'may contain' or the symbol '+/-' are added. The CI (Colour Index) nomenclature shall be used, where applicable.

 2. Where it is impossible for practical reasons to label the information mentioned in points (d) and (g) of paragraph 1 as provided, the following applies:

— the information shall be mentioned on an enclosed or attached leaflet, label, tape, tag or card;

— unless impracticable, this information shall be referred to by abbreviated information or the symbol given in point 1 of Annex VII, which must appear on the container or packaging for the information referred in point (d) of paragraph 1 and on packaging for the information referred in point (g) of paragraph 1.

 3. In the case of soap, bath balls and other small products where it is impossible for practical reasons for the information referred to in point (g) of paragraph 1 to appear on a label, tag, tape or card or in an enclosed leaflet, this information shall appear on a notice in immediate proximity to the container in which the cosmetic product is exposed for sale.

4. For cosmetic products that are not pre-packaged, are packaged at the point of sale at the purchaser's request, or are prepackaged for immediate sale, Member States shall adopt detailed rules for indication of the information referred to in paragraph 1.

5. The language of the information mentioned in points (b), (c), (d) and (f) of paragraph 1 and in paragraphs (2), (3) and (4) shall be determined by the law of the Member States in which the product is made available to the end user.

FOS Melt & Pour Label Guide

6. The information mentioned in point (g) of paragraph 1 shall be expressed by using the common ingredient name set out in the glossary provided for in Article 33. In the absence of a common ingredient name, a term as contained in a generally accepted nomenclature shall be used.

*Please note legislation is subject to change but the above is correct at the time of guide creation.

https://www.gov.uk/government/publications/cosmetic-products-enforcement-regulations-2013/regulation-20091223-and-the-cosmetic-products-enforcement-regulations-2013-great-britain

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Portal Guide

Creating an account:
https://submit.cosmetic-product-notifications.service.gov.uk/
We recommend taking time to read this site as it documents your requirements and the penalties should you not follow them. This guide does not replace or cover those for you. As the manufacturer placing a product in the market place, the responsibility is with yourself to ensure this is completed and correctly.
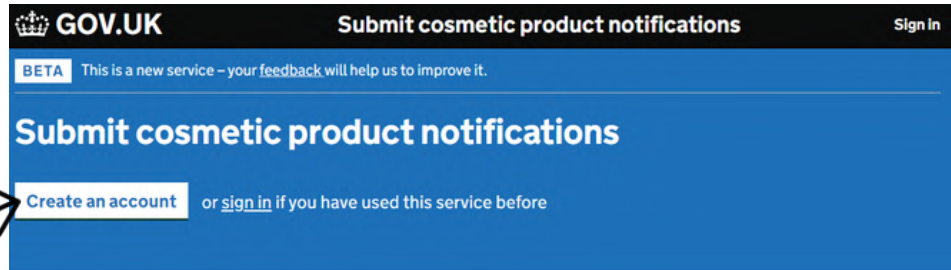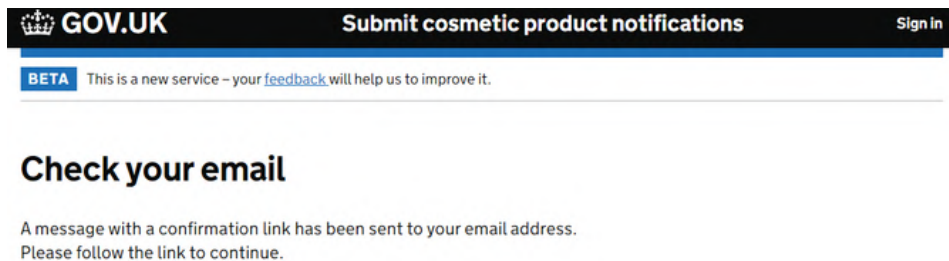

Click here

Notify the Office for Product Safety and Standards (OPSS) about cosmetic products available to consumers in Great Britain (GB).

This screen should then appear.

Fill in your details
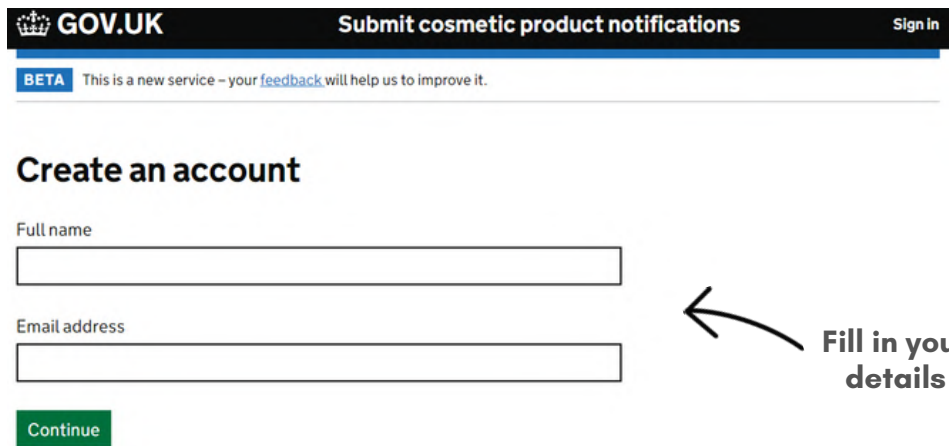
This screen should then appear.

You will receive an email. Click on the link.

Setup your account

Full name

Create your password

Your password must contain at least 8 characters

How do you want to get access codes?

Choose one or both options

☐ Authenticator app for smartphone or tablet

☐ Text message

Continue

Enter your name, password and access preference

This will expand for you to enter a contact number for the code to be sent to you

Click here when finished

This screen should then appear.

‹ Back

Check your phone

We have sent you a security code by text message

Enter security code

Continue

Not received a text message?

Enter the code here which will be sent to the number entered above

Click here

GOV.UK — Submit cosmetic product notifications — Sign out

BETA This is a new service – your feedback will help us to improve it.

This screen should then appear.

GOV.UK | Submit cosmetic product notifications | Your account | Sign out

BETA This is a new service – your feedback will help us to improve it.

Responsible Person Declaration

I declare that:

- I have permission to submit and share information on behalf of the Responsible Person
- I have read and understood the terms and conditions and privacy policy and accept them
- any information I provide is correct and complete to the best of my knowledge
- the Responsible Person will tell the Office for Product Safety and Standards (OPSS) about any change to any of the information on this registration
- I will not share any information from the UK cosmetic product notification database outside my organisation

I confirm ← **Click here if you agree to the above terms**

This screen should then appear.

GOV.UK | Submit cosmetic product notifications | Your account | Sign out

BETA This is a new service – your feedback will help us to improve it.

Are you or your organisation a UK Responsible Person?

A Responsible Person may be the manufacturer, importer or distributor of the cosmetic product. They can also be a third party such as a specialist consultancy, as long as they've been given permission by the manufacturer or importer. The Responsible Person can be a company, limited liability partnership (LLP) or an individual. They must be based in the UK.

Read about the legal obligations of a Responsible Person

Click here → Continue

This screen should then appear.

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Has your Responsible Person account already been set up?

This is a different service to the EU Cosmetic Products Notification Portal (CPNP). You will need a new account if you or your organisation have not created an account since 1 January 2021.

○ Yes, I or my organisation have an account

○ No, I need to create an account ← **Click here**

Click here → Continue

This screen should then appear.

👑 **GOV.UK**　　**Submit cosmetic product notifications**　　Your account　Sign out

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‹ Back

Add a Responsible Person

▶ Help with the UK Responsible Person details

❗ The UK address provided must not be a PO box or mail forwarding address. These are not UK established addresses that comply with the regulation.

Is the UK Responsible Person a business or an individual?

◯ Limited company or Limited Liability Partnership (LLP)

◯ Individual or sole trader

Select whichever applies

Name
The name of the business, individual or sole trader named as the legal entity of Responsible Person.

[   ]

This should match your assessment

Scroll down.

Address
The address of the legal entity named as the Responsible Person.

Building and street

[   ]

[   ]

This should match your assessment

Complete all fields

Town or city

[   ]

County

[   ]

Postcode

[   ]

Save and continue

Click here

This screen should then appear.

A contact person must provide information when the National Poisons Information Service (NPIS) or market surveillance authorities (for example, Trading Standards officers) ask for it.

Full name

Email address

Telephone number

Continue

Complete all fields with accurate and current details

This screen should then appear.

🕮 **GOV.UK**   **Submit cosmetic product notifications**   Your account   Sign out

BETA   This is a new service – your feedback will help us to improve it.

Cosmetic products   **Nanomaterials**   **Responsible Person**   **Team members**

Success

Success: The Responsible Person was created.

Click here

This means you have created your account and allocated a Responsible Person (RP) to it. You are now ready to add products and this screen appears.

🕮 **GOV.UK**   **Submit cosmetic product notifications**   Your account   Sign out

BETA   This is a new service – your feedback will help us to improve it.

Home   **Cosmetic products**   **Nanomaterials**   **Responsible Person**   **Team members**

Product notifications

These are your notified cosmetic products.

Create a new product notification

Click here to add your first product...eeeek!

This screen should then appear.

👑 **GOV.UK**   **Submit cosmetic product notifications**

BETA   This is a new service – your feedback will help us to improve it.

Add a cosmetic product

Complete the following tasks to add a cosmetic product.

▶ Help with adding a product

You can review the draft and make final changes to the product details before you are required to accept the draft and submit it.

You will have 7 days from the date you submit the notification to delete it. You should only do this if your notification contains wrong information.

Cosmetic product notification incomplete

You have completed 0 of 3 sections

Click here

1. Create the product

IN PROGRESS

Product name   Go to question

This screen should then appear.

👑 **GOV.UK**   **Submit cosmetic product notifications**   Your account   Sign out

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What is the product name??

Include the trademark or brand, the product line and the specific name of the product as it appears on the packaging. Include the type of product (for example, 'shower gel') unless it's included in the product name.

Enter details here

Product name

For example, 'SkinSoft body fresh with aloe vera, shower gel'.

[   ]

Continue   **Click here**

Please note if you call this Love Game Soap Sponge and then wanted to make a bar of soap, you would need to do a new product notification due to the name change on the labels

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This screen should then appear.

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Internal reference

You can use this to identify your products. Only people in your organisation can see this reference.

Do you want to add an internal reference?

Click here

○ Yes

○ No

Continue

Click yes and add reference if you would like to use one. This is optional and entirely up to you. You may wish to have refs if you use someone to do the notifications for you

This screen should then appear.

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Is the product intended to be used on children under 3 years old?

Click here

○ Yes

○ No

Continue

Your assessment states not suitable for children under 3 years of age

This screen should then appear.

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Nanomaterials

A nanomaterial:

- has one or more external dimensions, or an internal structure, with a size ranging from 1 nm to 100 nm
- is insoluble or biopersistent
- is intentionally manufactured

▶ Help with nanomaterials

Does Love Game Soap Sponge contain nanomaterials?

Click here

○ Yes

● No

Continue

There are no nanomaterials in this assessment

This screen should then appear.

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Multi-item kits

Multi-item kits have items that need to be mixed together or used in a particular order for them to work.

Examples of multi-item kits include:

- hair dye kits
- skin peeling kits
- permanent styling products
- anti-ageing or revitalising kits

Where a set contains separate products that do not need to be mixed together or used in a particular order for the product to work, you'll need to submit a separate notification for each product.

Is the product a multi-item kit?

The product draft is currently a single item product. You can add more items by making it a multi-item kit.

○ Yes

○ No, this is a single product

Continue

Click here

Click here

These are more for things sold as 2 components needing mixed together like a hair dye. A bundle of bath bombs would still be no.

This screen should then appear.

Upload an image of the product label

You must upload an image of the product label. You can also upload a photo of the product.

The images you provide must be in focus and all packaging text legible. If you are uploading multiple images, you must upload them all at the same time. You can upload up to 10 images. Each file can be up to 30MB and must be a JPG, PNG or PDF.

The product label and a photo of the product help the National Poisons Information Service identify the product.

The images you need to provide depend on the type of product and how it is packaged.

▶ What images are needed?

Click here

Upload a file no larger than 30 MB

Choose files | No file chosen

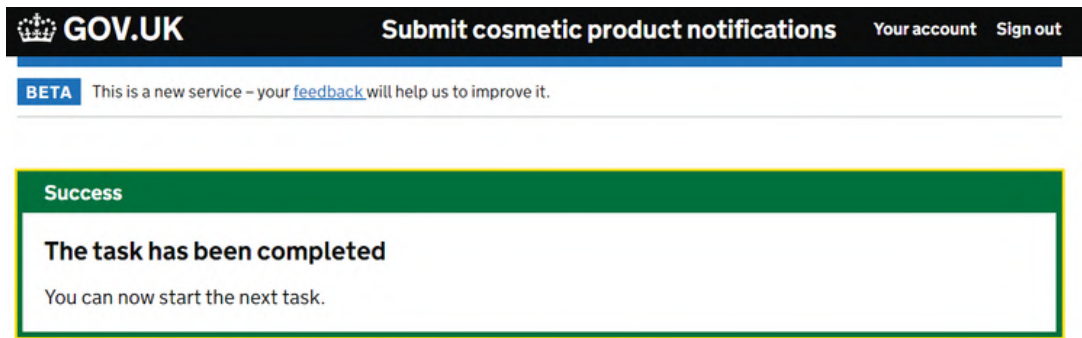Save and continue   Save and upload another image

Click here

Here you will select the jpg, png or pdf file you have saved of your label made using the label guide. This product notification is only valid for the version of the label you upload here

We recommend saving your product labels in the same folder as your PIF on your drive or pc for ease of access should you ever be requested to present them.

This screen should then appear.

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Success

The task has been completed

You can now start the next task.

Your progress in completing each task is saved as a working draft until you are ready to accept and submit it. Product drafts are stored in the Cosmetic products page from where you can resume and complete the remaining tasks at any time.
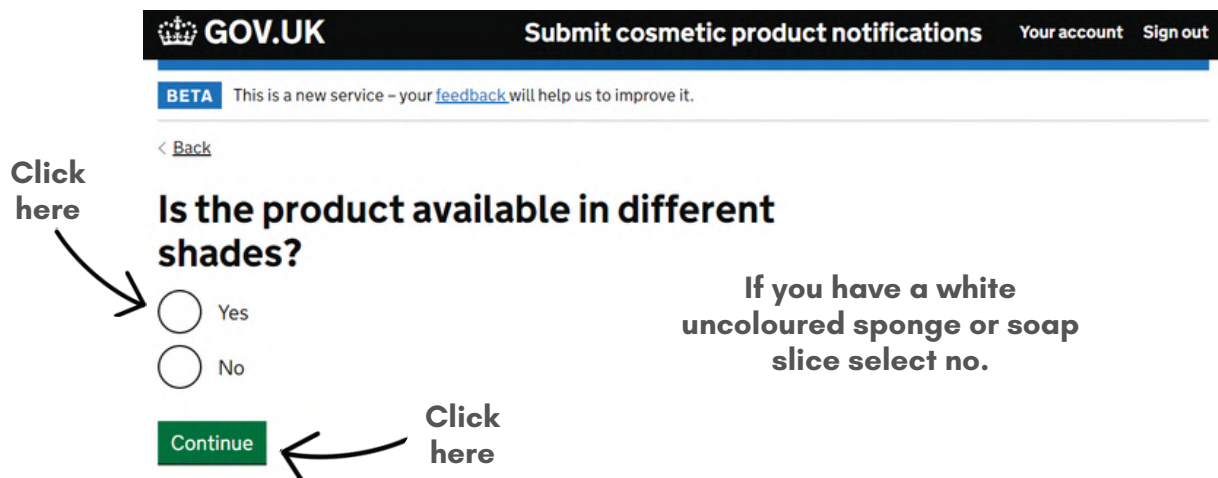
Start the next task on the tasks list page.

You do also have the option to come back here at any time if you notice an error before you submit so do not panic.

This screen should then appear.

1. Create the product — COMPLETE

Product name	Go to question
Internal reference	Go to question
Children under 3 years old	Go to question
Nanomaterials	Go to question
Multi-item kit	Go to question
Image upload	Go to question

Click here

2. Product details — NOT STARTED

| Product details | Go to question |

This screen should then appear.

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‹ Back

Is the product available in different shades?

Click here

◯ Yes

◯ No

If you have a white uncoloured sponge or soap slice select no.

Continue

Click here

You can add multiple colours to the label using +/- as discussed on the label guide, but given this guide is for beginner level we are keeping things simple. Each colour option will need a label it's own unique submission while you get to grips with legal requirements.

This screen should then appear.

List the shades the product is available in

Shade name
For example: Blue 01

CI 77891, CI 45100

Add another shade

Continue

← Click here

Ingredient name / INCI Composition	
Cosmetic Mica Powders	
24 Carrot Mica (Mica, CI 77891, CI 19140)	Lime Fizz Mica (Mica, CI 77891, CI 19140)
Amethyst Mica (Mica, CI 77891, CI 77742)	Mermaid Tail Mica (Mica, CI 77891, CI 77742)
Angel Dust Mica (Mica, CI 77891, Tin Oxide)	Midnight Sky Mica (Mica, CI 77891, CI 77499)
Aquamarine Mica (Mica, CI 77891, CI 42090)	Moccha Mica (Mica, CI 77891, CI 77499)

We have used pink water soluble dye here as per the labelling example for reference and this is the colour chart you use for here. Please note it goes across multiple pages so you will look for the relevant dye section.

Taken from Part A Section 1 of the assessment for the colours used. It has been confirmed in writing by the OPSS that you can add multiple colours here using the +/- symbol plus wording required like mica etc, but for simplicity we have chosen one. This also includes CI 77891 for the white from the base but if using clear, this would be removed.

This screen should then appear.

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What is the physical form of the product?

◯ Solid or pressed powder

◯ Loose powder

◯ Cream or paste

◯ Liquid

◯ Foam

◯ Spray

◯ Other   **← Click here**

Click here

Continue

This screen should then appear.

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What is the product contained in?

◯ A typical non-pressurised bottle, jar, sachet or other package

◯ A pressurised container, an impregnated sponge, wipe, patch or pad, or is encapsulated

Click here ↙

Click here for a soap sponge

If you were making soap only, you would use the top option.

Continue

This screen should then appear.

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This screen should then appear.

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What type of applicator?

Click here

◯ Wipe, sponge, patch or pad

◯ Encapsulated

◯ Pressurised spray

◯ Pressurised non-spray

◯ Other

Continue   **Click here**

This screen should then appear.

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Carcinogenic, mutagenic or reprotoxic substances

Carcinogenic, mutagenic or reprotoxic (CMR) substances can cause or promote cancers, cause genetic mutations or damage the reproductive process.

CMR substances are classified into 3 categories:

• 1A – known to be CMRs, based on human studies
• 1B – presumed to be CMRs, based on animal studies
• 2 – suspected to be CMRs, based on some human or animal studies

Does the product contain category 1A or 1B CMR substances?

Click here

◯ Yes

◯ No   **Click here**

Continue

These are substances that can cause serious illness. There are none of those in this assessment

This screen should then appear.

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What category of cosmetic product is it?

Click here

◯ Skin products

◯ Hair and scalp products

◯ Nail and cuticle products

◯ Oral hygiene products

Click here

Continue

This screen should then appear.

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What category of skin products is the product?

○ Skin care products

○ Skin cleansing products

○ Body hair removal products

○ Bleach for body hair products

○ Correction of body odour and/or perspiration

○ Shaving and pre- / after- shaving products

○ Make-up products

○ Perfumes

○ Sun and self-tanning products

○ Other skin products

Continue

Click here

Click here

This screen should then appear.

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What category of skin cleansing products is the product?

● Soap products

○ Bath / shower products

○ Make-up remover products

○ External Intimate hygiene products

○ Other skin cleansing products

Continue

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This screen should then appear.

How will you provide the product formulation?

There are three formulation types: Predefined frame formulations, exact concentrations and concentration ranges. You can enter information manually or by uploading a Comma Separated Value (CSV) file for exact concentrations and concentration ranges.

! Changing this selection will remove all previously added ingredients.

Click here

○ Choose a predefined frame formulation

○ Enter ingredients and their exact concentration manually

⦿ Enter ingredients and their concentration range manually

or

○ Upload a CSV file for ingredients and their exact concentration

○ Upload a CSV file for ingredients and their concentration range

Continue

Click here

There are other ways to do this but this is the most simplistic

This is the table from your report that shows the <u>COMBINED</u> banded percentage of each possible base so this is not to be used for your portal registration unless you have mixed the bases. This is because it covers both the highest and lowest threshold per ingredient. If you use white or clear base alone, the tables are provided in the next page.

1. Quantitative and qualitative formulations

Crystal WSLS / SLS Free Soap Base (White and/or Clear) (Stephenson Personal Care).

Ingredient name / INCI	Banding, %
Aqua	20 - 40
Glycerin	20 - 40
Sorbitol	10 - 25
Sodium Stearate	10 - 20
Propylene Glycol	5 - 20
Sodium Laurate	5 - 10
Sodium Laureth Sulfate	2.5 - 10
Sodium Chloride	1.0 - 2.5
Disodium Lauryl Sulfosuccinate	1.0 - 2.5
Citric Acid	0.1 - 1.0
+/- CI 77891	0.1 - 0.5
Sodium Citrate	0.1 - 0.5
Tetrasodium Iminodisuccinate	<0.1
Tetrasodium Etidronate	<0.1

White base:

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INCI & Specification
CRYSTAL WSLS FREE

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INGREDIENT LIST:

SUBSTANCE	%	CAS	EC No.	REACH No.
Aqua	20 – 40	7732-18-5	231-791-2	Exempt
Glycerin	20 – 40	56-81-5	200-289-5	Exempt
Sodium Stearate	10- 20	822-16-2	212-490-5	Exempt
Sorbitol	10-25	50-70-4	200-061-5	Exempt
Sodium Laurate	5 – 10	629-25-4	211-082-4	Exempt
Propylene Glycol	5 – 10	57-55-6	200-338-0	01-2119456809-23
Sodium Laureth Sulfate	2.5 – 5	68891-38-3	500-234-8	01-2119488639-16
Sodium Chloride	1 – 2.5	7647-14-5	231-598-3	01-2119485491-33
Disodium Lauryl Sulfosuccinate	1 – 2.5	90268-37-4	290-838-5	01-2119977087-25 01-2119982970-25
Citric Acid	0.1 – 0.5	77-92-9	201-069-1	01-2119457026-42
Titanium Dioxide (CI77891)	0.1 – 0.5	13463-67-7	236-675-5	01-2119489379-17
Sodium Citrate	0.1 – 0.5	68-04-2	200-675-3	Exempt
Tetrasodium Iminodisuccinate	<0.1	144538-83-0	604-420-0	01-0000017550-76
Tetrasodium Etidronate	<0.1	3794-83-0	223-267-7	01-2119510382-52

Clear base:

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INCI & Specification
CRYSTAL SLS FREE

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INGREDIENT LIST:

SUBSTANCE	%	CAS	EC No.	REACH No.
Glycerin	20 – 40	56-81-5	200-289-5	Exempt
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Sodium Stearate	10 – 20	822-16-2	212-490-5	Exempt
Propylene Glycol	10 – 20	57-55-6	200-338-0	01-2119456809-23
Sorbitol	5 – 10	50-70-4	200-061-5	Exempt
Sodium Laurate	5 – 10	629-25-4	211-082-4	Exempt
Sodium Laureth Sulfate	5 – 10	68891-38-3	500-234-8	01-2119488639-16
Sodium Chloride	1 – 2.5	7647-14-5	231-598-3	01-2119485491-33
Disodium Lauryl Sulfosuccinate	1 – 2.5	90268-37-4	290-838-5	01-2119977087-25 01-2119982970-25
Citric Acid	0.5 – 1	77-92-9	201-069-1	01-2119457026-42
Sodium Citrate	0.1 – 0.5	68-04-2	200-675-3	Exempt
Tetrasodium Iminodisuccinate	<0.1	144538-83-0	604-420-0	01-0000017550-76
Tetrasodium Etidronate	<0.1	3794-83-0	223-267-7	01-2119510382-52

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Back to the portal:

Add the ingredients

Add each ingredient individually. For every ingredient:

- If it is shown as an ingredient on the product label it must to be added to the notification as an ingredient
- Use the International Nomenclature of Cosmetic Ingredients (INCI) name, where available
- Confirm if the ingredient is listed in the National Poisons Information Service (NPIS) tables and if it is an ingredient the NPIS needs to know about

▶ Show the NPIS tables

Ingredient 1

What is the name?

[   ]

What is the CAS number? (optional)

[   ]

Is it listed in the NPIS tables and does the NPIS need to know about it?
The NPIS tables are included above this form.

◯ Yes

◯ No

You will complete the ingredients using the tables on the previous page but the next page will show how

Please note that while CAS numbers are optional, the portal has changed a lot in a short window. We recommend adding them as you are then already prepared if they decide to make them mandatory rather than having to resubmit EVERY notification if they ever made that change.

None of the ingredients in this recipe are ingredients that the NPIS need to know about.

All shades will be 'no' because we have previously listed the colours.

TOP TIPS

Please see the next page for more support with what tables and columns to use to complete this section

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Aqua	20 – 40	7732-18-5	231-791-2	Exempt
Glycerin	20 – 40	56-81-5	200-289-5	Exempt
Sodium Stearate	10-2	822-16-2	212-490-5	Exempt
Sorbitol	10-2	50-70-4	200-061-5	Exempt
Sodium Laurate	5 – 10	629-25-4	211-082-4	Exempt
Propylene Glycol	5 – 10	57-55-6	200-338-0	01-2119456809-23
Sodium Laureth Sulfate	2.5 – 5	68891-38-3	500-234-8	01-2119488639-16
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Tetrasodium Etidronate	<0.1	3794-83-0	223-267-7	01-2119510382-52

Ingredient
What is the name?

Aqua

What is the CAS number? (optional)

7732-18-5

Does the NPIS need to be notified of this ingredient?
A link to the NPIS tables is included above this form.

◯ Yes

⬤ No

Minimum	Maximum
20.0 % w/w	40.0 % w/w

Remove ingredient

Continue adding ingredients until the recipe is complete, including 'Parfum' if used. The next page has them all on for your reference.

CAS numbers for parfum are optional and this is an exception to the recommendation we make to upload them. There are often too many present to list.

Add another ingredient   Remove ingredient

Save and continue

Click here when you have added the last ingredient

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This screen should then appear. I have skipped to the bottom here.

Aqua
CAS: 7732-18-5
Minimum range: 20.0% w/w
Maximum range: 40.0% w/w

Glycerin
CAS: 56-81-5
Minimum range: 20.0% w/w
Maximum range: 40.0% w/w

Sorbitol
CAS: 50-70-4
Minimum range: 10.0% w/w
Maximum range: 25.0% w/w

Sodium Stearate
CAS: 822-16-2
Minimum range: 10.0% w/w
Maximum range: 20.0% w/w

Sodium Laurate
CAS: 629-25-4
Minimum range: 5.0% w/w
Maximum range: 10.0% w/w

Propylene Glycol
CAS: 57-55-6
Minimum range: 5.0% w/w
Maximum range: 10.0% w/w

Sodium Laureth Sulfate
CAS: 68891-38-3
Minimum range: 2.5% w/w
Maximum range: 5.0% w/w

Disodium Lauryl Sulfosuccinate
CAS: 90268-37-4
Minimum range: 1.0% w/w
Maximum range: 2.5% w/w

Sodium Chloride
CAS: 7647-14-5
Minimum range: 1.0% w/w
Maximum range: 2.5% w/w

Parfum
Minimum range: 0.0% w/w
Maximum range: 1.96% w/w

Citric Acid
CAS: 77-92-9
Minimum range: 0.1% w/w
Maximum range: 0.5% w/w

Sodium Citrate
CAS: 68-04-2
Minimum range: 0.1% w/w
Maximum range: 0.5% w/w

Tetrasodium Iminodisuccinate
CAS: 144538-83-0
Minimum range: 0.01% w/w
Maximum range: 0.099% w/w

Tetrasodium Etidronate
CAS: 3794-83-0
Minimum range: 0.01% w/w
Maximum range: 0.099% w/w

This is how your recipe should look, though for unscented parfum would not be included and remembering this is for white base

Continue   Cancel

Click here

This screen should then appear.

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‹ Back

What is the pH range of the product?

Click here

○ The minimum pH is 3 or higher, and the maximum pH is 10 or lower

○ The minimum pH is lower than 3

○ The maximum pH is higher than 10

○ It does not have a pH

Continue   Click here

This screen should then appear.

Success

The task has been completed

You can now start the next task or return to the <u>task list page</u>.

Your progress in completing each task is saved as a working draft until you are ready to accept and submit it. Product drafts are stored in the <u>Draft notifications page</u> from where you can resume and complete the remaining tasks at any time.

Click here

Continue

Go to the task list page

You are then sent to this final screen which is your final chance to change anything by clicking 'Return to the tasks list page'.

Accept and submit

Accept and submit the product notification for Apple bonbon bath bomb.

Click here if you are happy to complete your notification

Declaration

By submitting this cosmetic product notification, you confirm that the details you provide are correct to the best of your knowledge.

Accept and submit   <u>Return to the task list page</u>

Now well done on registering your first product. Once you have made your Product Information File (PIF) and batch log (as detailed below), you are then ready to sell your beautiful products. That probably sounded really overwhelming and took a while, but it is normal. Once you have done a few, it takes minutes to do a product. When you make a new product with a different fragrance oil, the allergens will change as shown on your assessment and so your label will be different as only the allergens from the oil used need to be on the label. Just like the colours will need the relevant info from table 1d when you change them. Those changes need to be reflected on both the label as a new notification.

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PIF

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What you should find in a Product Information File (PIF)

PLEASE NOTE: This is an example of what we suggest should be found in the PIF. There are many ways a PIF can be created, but these are points to consider. An extract of the legislation covering a PIF is in the additional document, but here we break it into understandable terms.

1) Front Page which will include what the PIF is for, what assessment it is (this is the code that is shown on the front of your report just after the title of the assessment page followed by your reference number) and report number and a simple description of what is found in the PIF. Name and Place of Manufacture should be included.

2) A copy of your assessment.

3) A list of the product/products that will be in the PIF. Include a product name and description along with list of ingredients.

4) Batch Log Storage: This will need to be a section that is a working section you go to every day you are making. You need to be able to log every batch you make of any cosmetic product.

5) SDS Information will need to be filed here OR easily accessible wherever this may be stored for easy access should they be needed. This will include any raw material quality/purity information.

6) Your methodology (how you make the product).

7) The recipe.

8) Manufacturing purposes. This is how your ingredients are stored, where they are kept, how you ensure a clean and safe working environment is taken place when making. What PPE is used etc. It is the section where you demonstrate Good Manufacturing Practice (GMP). Include a GMP statement (sample in 2 pages.

9) What product packaging is used for your products. An image of the products, labelling and packaging may be included here.

10) Proof of claimed affects, for example this is IF your product can be used as a health benefit. We do not endorse this with our cosmetic assessments as they are purely for cosmetic purposes. Any claims of health benefits need to be tested for substantiation. A statement that can be used here on this section: 'All of our products are purely for cosmetic use only and we do not claim any health benefits'.

11) Here you will want to add any information regarding animal testing data. You can print out copies of your supplier's animal testing data (this will usually be located on their website).

12) Undesirable and Seriously Undesirable Effects– here you will record that you are not aware of any as a result of using this product but leave space to detail any that arise.

Here you have it: An *EXAMPLE* only of points/sections you will need to create your PIF. There are many ways you can create this so you will need to find the way that suits you best for storing this very important information. These folders MUST be always easily accessible as they are working PIFS and require frequent updating as you make new batches.

What you should find in a Product Information File (PIF)

That was our jargon free interpretation. For the avoidance of doubt this is the extract from Article 11:

Product Information File

1. When a cosmetic product is placed on the market, the responsible person shall keep a product information file for it. The product information file shall be kept for a period of ten years following the date on which the last batch of the cosmetic product was placed on the market.

2. The product information file shall contain the following information and data which shall be updated as necessary:
(a) a description of the cosmetic product which enables the product information file to be clearly attributed to the cosmetic product;
(b) the cosmetic product safety report referred to in Article 10(1);
(c) a description of the method of manufacturing and a statement on compliance with good manufacturing practice referred to in Article 8;
(d) where justified by the nature or the effect of the cosmetic product, proof of the effect claimed for the cosmetic product;
(e) data on any animal testing performed by the manufacturer, his agents or suppliers, relating to the development or safety assessment of the cosmetic product or its ingredients, including any animal testing performed to meet the legislative or regulatory requirements of third countries.

3. The responsible person shall make the product information file readily accessible in electronic or other format at his address indicated on the label to the competent authority of the Member State in which the file is kept. The information contained in the product information file shall be available in a language which can be easily understood by the competent authorities of the Member State.

4. The requirements provided in paragraphs 1 to 3 of this Article shall also apply to cosmetic products that have been notified under Directive 76/768/EEC.

Sample GMP Statement

Good practice in the work area:

General procedures:
- The work area will be kept clean and tidy at all times
- No smoking, eating drinking or food preparation in the work area during cosmetic productions
- Adequate ventilation will be maintained
- Equipment will be checked before and after use for any defects and any locations of such will result in replacement or repair of equipment without further use
- Equipment will be cleaned and stored immediately after use
- Equipment will be kept separate from that used for food preparation and dining

Personal hygiene/Health & safety:
- Good personal cleanliness will be maintained
- Designated clothing will be worn (footwear to cover all upper surface of feet and no sandal styles to be worn)
- Refrain from cosmetic making if suffering from skin infection or lesions (small cuts and abrasions on hands to be covered with food-grade dressing and vinyl gloves) until condition is cleared
- Refrain from cosmetic making if suffering from infectious or contagious condition (including common cold) or allergy until condition is cleared
- Hands to be washed before commencing production
- Ensure floor area is free from clutter and spillage
- Ensure hands are dry and that switches are in 'off' position before plugging/unplugging electrical equipment
- Maintain good posture when lifting and carrying, avoid twisting
- When cutting from soap block place it in a secure surface and use downward action with knife. do not cut soap pieces held in hands
- Use safety gloves when handling hot equipment
- Use vinyl gloves when measuring/pouring Essential Oils or Fragrance Oils
- Ensure familiarity with ingredient MSDSs, particularly with regard to ingestion, inhalation and spills on skin
- Ensure good ventilation
- Clean up any spillages immediately and dispose of appropriately (see MSDSs)

Storage of ingredients and finished cosmetics:
- Ingredients will be stored in the original containers from suppliers, particularly essential oils and fragrance oils with original labels and batch numbers. These will be places in plastic storage boxes with sealed lids
- Finished products will be stored in plastic storage boxes with sealed lids
- All storage at ambient room temperature (in coolest room during any heat wave)
- All containers to be labelled
- Batch numbers and dates to be checked regularly

Additional manufacturing notes:
- Ingredients will be measured to an appropriate degree of accuracy
- No deviation will be made from the permitted ingredients, concentrations and basic formulations detailed in the safety assessment
- Manufacture will only be carried out by suitably qualified or experienced personnel

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We hope this guide has helped you. It is not to be shared beyond the FOS community in full or part thereof.

If there is anything you do not quite understand after reading this, please feel free to post in our facebook group for support.

Thank you for purchasing our assessment and we wish you the very best of luck and fun with your new product!

The team at FOS xoxo.

Please note that the attached information is provided in good faith, is to the best of our current knowledge and may be subject to change. This guide supersedes any previous version. The ultimate responsibility for the classification, portal registration and labelling of the final product lies with the person placing it on the market (RP).

Updated 1st February 2024

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