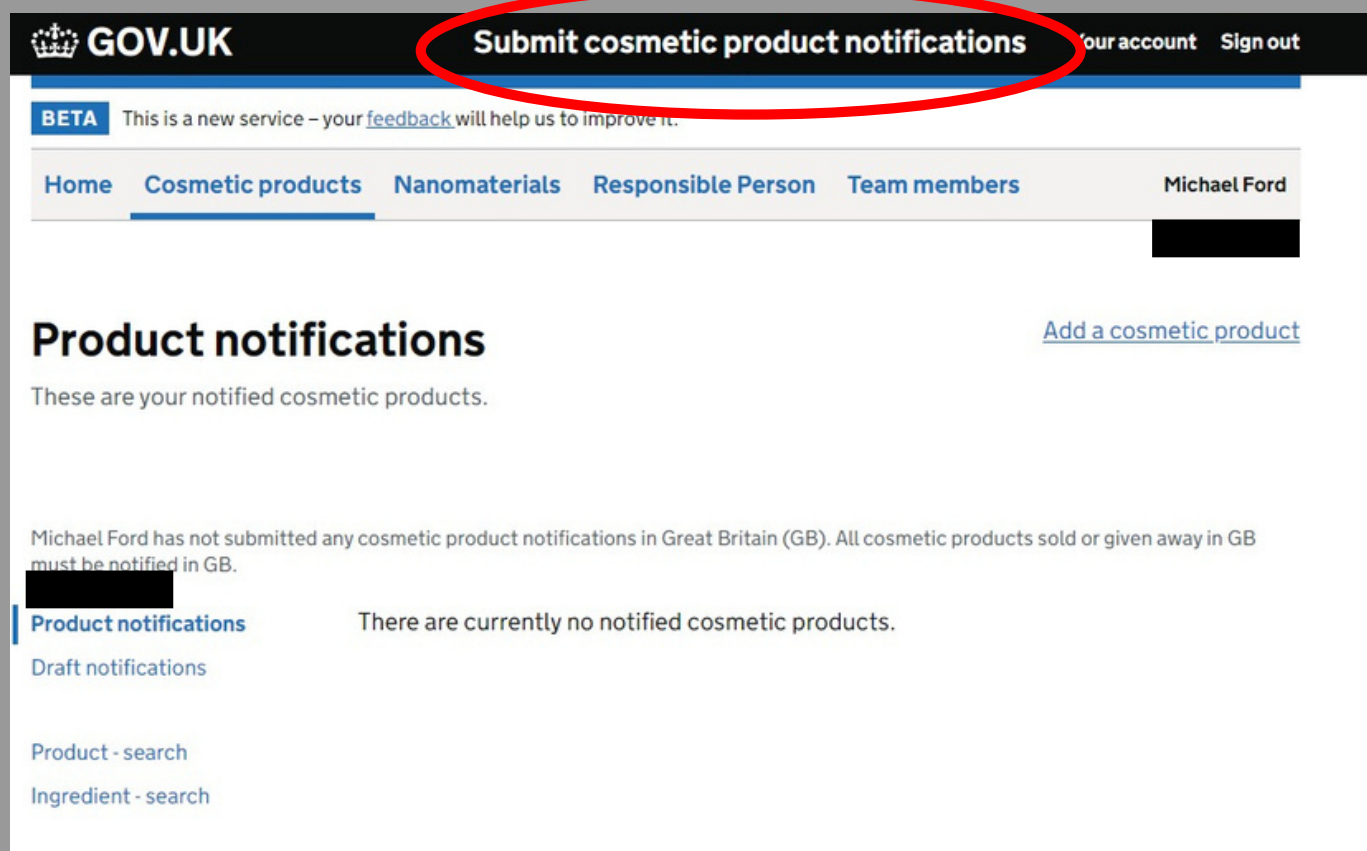




REGISTRATION ON THE SCPN PORTAL

USING COLD
PROCESS SOAP AS
AN EXAMPLE

LOG IN TO YOUR ACCOUNT AND SELECT
"SUBMIT COSMETIC PRODUCT NOTIFICATIONS"



The screenshot shows the GOV.UK website interface. At the top, the GOV.UK logo is on the left, and navigation links for 'Your account' and 'Sign out' are on the right. A red circle highlights the 'Submit cosmetic product notifications' link in the top navigation bar. Below the navigation bar, a 'BETA' banner indicates a new service. A secondary navigation bar includes 'Home', 'Cosmetic products', 'Nanomaterials', 'Responsible Person', and 'Team members'. The user's name, 'Michael Ford', is displayed in the top right corner. The main content area is titled 'Product notifications' and includes a sub-header 'These are your notified cosmetic products.' A message states: 'Michael Ford has not submitted any cosmetic product notifications in Great Britain (GB). All cosmetic products sold or given away in GB must be notified in GB.' Below this, a section titled 'Product notifications' shows 'There are currently no notified cosmetic products.' and 'Draft notifications'. At the bottom, there are links for 'Product - search' and 'Ingredient - search'.

Select "Submit cosmetic product notifications" to start the process

SELECT "ADD A COSMETIC PRODUCT"

The screenshot shows the GOV.UK website interface for submitting cosmetic product notifications. At the top, the GOV.UK logo is on the left, and the page title 'Submit cosmetic product notifications' is in the center, with 'Your account' and 'Sign out' links on the right. Below the header, a blue bar indicates a 'BETA' service with a note that feedback will help improve it. A navigation menu includes 'Home', 'Cosmetic products', 'Nanomaterials', 'Responsible Person', and 'Team members', with 'Michael Ford' logged in. The main content area is titled 'Product notifications' and states that no products have been notified. A red circle highlights the 'Add a cosmetic product' link. On the left, a sidebar contains links for 'Product notifications', 'Draft notifications', 'Product - search', and 'Ingredient - search'.

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 Michael Ford

Product notifications

These are your notified cosmetic products.

[Add a cosmetic product](#)

Michael Ford has not submitted any cosmetic product notifications in Great Britain (GB). All cosmetic products sold or given away in GB must be notified in GB.

Product notifications There are currently no notified cosmetic products.

Draft notifications

Product - search

Ingredient - search

Select "Add a cosmetic product" to start the form

STARTING AT STEP 1: "CREATE THE PRODUCT"

Add a cosmetic product

Complete the following tasks to add a cosmetic product.

[▶ Help with adding a product](#)

Incomplete: 0 of 3 tasks have been completed.

1. Create the product	
Create the product	NOT STARTED
2. Product details	
Product details	CANNOT START YET
3. Accept and submit	
Accept and submit	CANNOT START YET

In the next task


8 or more questions about the product will include:

- Does it include nanomaterials (and how many)?
- Is it a multi-item kit (with how many items)?

You will also be asked to upload an image of the product label (or for a multi-item kit, one image for each item label).

Select "Create the product"

GIVE YOUR PRODUCT A NAME

 **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.

Product name


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

COLD PROCESS SOAP

[Continue](#)

Type the name of your product in the space provided.

INTERNAL REFERENCE NUMBER

 **Submit cosmetic product notifications** [Your account](#) [Sign out](#)

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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?


Yes

No

[Continue](#)

This is an optional stage. Only select this if you want to give the product a reference number that you have assigned to it.

IS THE PRODUCT INTENDED FOR USE ON CHILDREN AND / OR BABIES?

 **GOV.UK** Submit cosmetic product notifications [Your account](#) [Sign out](#)

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


Yes

No

[Continue](#)

You may only choose “yes” if your assessment (CPSR) specifically mentions the product can be used on children 0-3 years old.

DOES YOUR PRODUCT CONTAIN NANOMATERIALS?

 **Submit cosmetic product notifications** [Your account](#) [Sign out](#)

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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

Does COLD PROCESS SOAP contain nanomaterials?

Yes

No

[Continue](#)

Your assessment will specifically mention any nanomaterials that may be present in the product.

IS THE ITEM A MULTI-PART KIT?

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

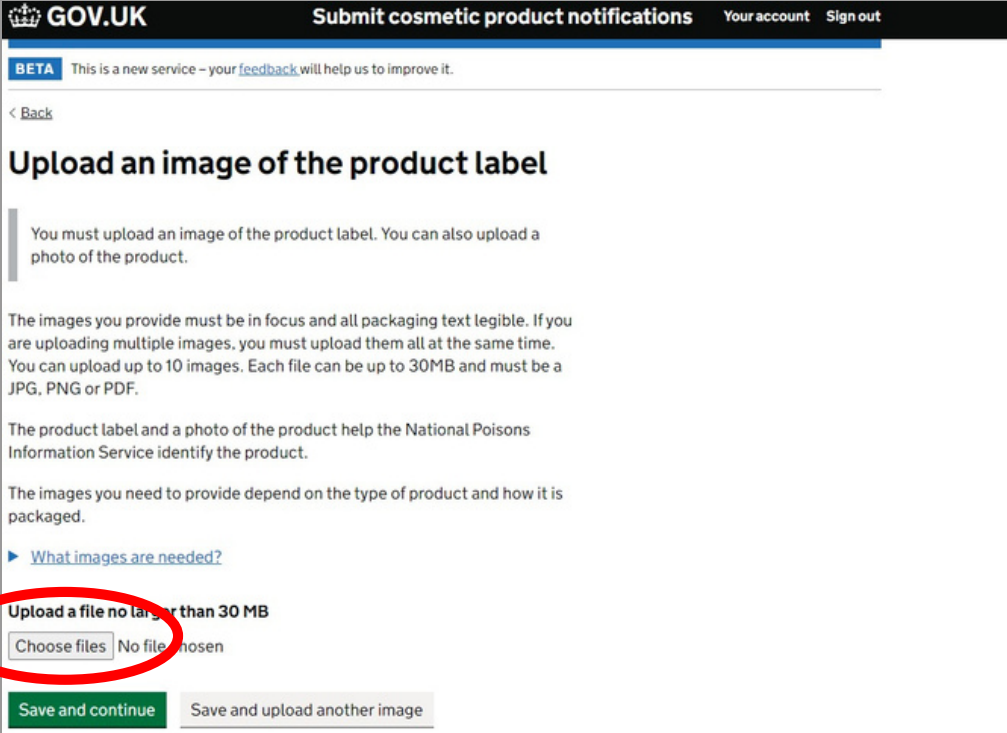
Yes

No, this is a single product

[Continue](#)

If the product contains multiple items that the customer mixes together prior to use select "YES" for this question.

UPLOAD YOUR PRODUCT LABEL



GOV.UK Submit cosmetic product notifications [Your account](#) [Sign out](#)

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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?](#)

Upload a file no larger than 30 MB

No file chosen

Save a copy of the product label (all elements of the label need to be included) to the device you are using to register the product. Upload the images here.

END OF TASK 1

The screenshot shows the GOV.UK website interface for 'Submit cosmetic product notifications'. At the top, there is a black navigation bar with the GOV.UK logo, the page title 'Submit cosmetic product notifications', and links for 'Your account' and 'Sign out'. Below this is a blue 'BETA' banner with the text 'This is a new service - your [feedback](#) will help us to improve it.' The main content area features a green success message box with the text 'Success' and 'The task has been completed. You can now start the next task.' Below the success message, there is a paragraph explaining that progress is saved as a working draft and can be resumed from the 'Draft notifications page'. At the bottom, a line of text says 'Start the next task on the [tasks list page](#)', where the link is circled in red.

After uploading your images, you will need to start the next task. Select “tasks list page” to move on.

START TASK 2: SELECT "PRODUCT DETAILS"

Incomplete: 1 of 3 tasks have been completed. [View draft](#)


- 1. Create the product**
[Create the product](#) **COMPLETED**
- 2. Product details**
[Product details](#) **NOT STARTED**
- 3. Accept and submit**
[Accept and submit](#) **CANNOT START YET**

In the next task

11 or more questions about the product will include asking if it has CMRs (and further details about them).

You will be able to provide the formulation by exact concentrations or concentration ranges or by selecting a frame formulation.

PRODUCT IN MULTIPLE SHADES

 **Submit cosmetic product notifications** [Your account](#) [Sign out](#)

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Is the product available in different shades?

Yes

No

[Continue](#)

If you make the product in multiple shades (with no other variation) select “Yes”

PRODUCT IN MULTIPLE SHADES

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List the shades the product is available in

<input type="text" value="BLUE"/>	<input type="button" value="Remove shade"/>
<input type="text" value="PINK"/>	<input type="button" value="Remove shade"/>

If you have selected “yes” to the previous question, list the shades of the product.

PHYSICAL FORM OF THE PRODUCT

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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

[Continue](#)

If you have selected “no” to the multiple shades question, you will arrive on this page.

Select the “physical form” description that most closely describes the product.

PHYSICAL FORM OF THE PRODUCT

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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

[Continue](#)

Soap bars, shampoo bars, conditioner bars, bath bombs etc. are a solid.


Bath salts are a loose powder.

Body butters, scrubs, lotions and creams are a cream or paste.

Perfumes are a spray.

If there isn't an appropriate description, select "other"

INDICATE THE TYPE OF PACKAGING

 **Submit cosmetic product notifications** [Your account](#) [Sign out](#)

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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

[Continue](#)

Indicate the type of packaging you are using. If you are using paper, cardboard, plastic film etc., select the top option

INDICATE THE PRESENCE OF CMR SUBSTANCES

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?

Yes

No

Continue

Your assessment will specifically mention any CMR substances. If there is no reference to these in your report –select “no”.

It is very unlikely a product with CMR 1A or 1B substances will be assessed.

INDICATE THE CATEGORY OF THE PRODUCT

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What category of cosmetic product is it?

Skin products

Hair and scalp products

Nail and cuticle products

Oral hygiene products

[Continue](#)

Each option will bring up a list of “types” of product. We will go through the questions as if we were registering a cold process soap bar.

SKIN CARE PRODUCTS

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

If you select “Skin care products” choose one of the following categories.

Soaps are a “Skin Cleansing Product”

SKIN CARE PRODUCTS – SOAPS

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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](#)

Indicate the type of skin cleansing product –i.e., soap bars, bath / shower product

YOUR PRODUCT FORMULATION – LISTING YOUR FORMULATION

 **Submit cosmetic product notifications** [Your account](#) [Sign out](#)

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How do you want to give the formulation of the product?

- Choose a predefined frame formulation
- List ingredients and their exact concentration
- List ingredients and their concentration range

[Continue](#)

If you are going to list the exact formulation –select the middle option.

YOUR PRODUCT FORMULATION – LISTING YOUR FORMULATION

 **Submit cosmetic product notifications** [Your account](#) [Sign out](#)

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[Back](#)

How do you want to give the formulation of the product?

- Choose a predefined frame formulation
- List ingredients and their exact concentration
- List ingredients and their concentration range

[Continue](#)

If you are using a melt and pour base, you should select the bottom option. This option will allow you to input the concentration ranges shown on your assessment.

YOUR PRODUCT FORMULATION

Ingredient 1

What is the name?

What is the exact concentration?

 % w/w

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.

Save and continue

BASE FORMULATION				
INGREDIENT NAME	INCI NAME	CAS NUMBER	CONCENTRATION BAND	MAX CONCENTRATION (w/w%)
BUTTER	SEE OPTION TABLE	N/A	B	56.70
OIL	SEE OPTION TABLE	N/A	D	15.46
CALENDULA INFUSED OIL	HELIANTHUS ANNUUS SEED OIL, CALENDULA OFFICINALIS FLOWER EXTRACT	8001-21-6, 84776-23-8	D	15.46
CETYL ALCOHOL	CETYL ALCOHOL	36653-82-4	D	10.31
ESSENTIAL / FRAGRANCE OIL	SEE OPTION TABLE	N/A	F	1.03
VITAMINE	TOCOPHEROL	10191-41-0(DL) / 119-13-1 / 1406-18-4 / 1406-66-2 / 2074-53-5 (DL) / 59-02-9 (D)/7616-22-0	F	1.03

Input your formulation (listing every single substance) in this section.

The substances must be listed individually –after you have input the information select “Save and Continue” to add another substance.

Your assessment will contain a table listing each substance and the concentration % w/w

PRODUCT FORMULATION – ESSENTIAL OILS

Add the ingredients

[Remove this ingredient](#)

For every ingredient:

- If it is shown as an ingredient on the product label it must 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 2

What is the name?

What is the exact concentration? 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.

[Save and continue](#)

Already added

1. sodium cocoate
2. LAVANDULA ANGUSTIFOLIA OIL

These ingredients have already been added to the product.

Products containing essential oils should be notified to the NPIS (National Poison Information Service). If your product contains essential oils (or any of the substances listed in the NPIS table) select this checkbox.

PRODUCT FORMULATION – NPIS SUBSTANCES

Alcohols			Essential oils, Camphor, Eucalyptol or Menthol			Other		
Name	CAS Number	Amount	Name	CAS Number		Name	CAS Number	Amount
Alcohol denatured Including any substances used to denature the alcohol	-	Any	Essential oils	-		M ₀ Brucine sulfate	4845-99-2	Any
Ethanol	64-17-5	Any	Camphor	464-49-3, 76-22-2		M ₀ Butanone (also known as MEK)	78-93-3	More than 5% w/w
Isopropanol			Eucalyptol	470-82-6		M ₀ Butyl acetate	123-86-4	More than 1% w/w
n-Butyl alcohol						Butyrolactone	96-48-0	More than 0.1% w/w
n-Propyl alcohol (also known as alcohol)						Chloroplatinic acid	16941-12-1	More than 0.1% w/w
t-Butyl alcohol						Copper sulphate	7758-98-7	More than 0.1% w/w
						Cyclohexanone	108-94-1	More than 5% w/w
						Dimethyltolylamine	99-97-8	More than 0.1% w/w
						Ethyl acetate	141-78-6	More than 1% w/w
						Ethyl ether	60-29-7	More than 5% w/w
						Methyl acetate	79-20-9	More than 0.1% w/w
						MIBK (also known as Methyl isobutyl ketone)	108-10-1	More than 5% w/w
						Potassium chlorate	3811-04-9	More than 0.1% w/w
						Sodium chlorate	7775-09-9	More than 0.1% w/w

Hydrocarbon solvents			
Name	CAS Number	Amount	
Cyclohexane	110-82-7	More than 5% w/w	
Hydrogenated didodecene	151006-61-0	More than 5% w/w	
Isopentane	78-78-4	More than 5% w/w	
Pentane	109-66-0	More than 5% w/w	
Toluene	108-88-3	More than 5% w/w	
Turpentine	8006-64-2, 9005-90-7, 8052-14-0	More than 5% w/w	

The NPIS must be made aware of potentially poisonous products placed on to the market. If your product contains any of these substances, you must select the check box.

PRODUCT FORMULATION –CAS NUMBERS

CosIng

CosIng is the European Commission database for information on cosmetic substances and ingredients.

CosIng provides information listed in:

- The Annexes to the '[Cosmetics Regulation \(EC\) No 1223/2009](#)'
- The '[Glossary of common ingredient names](#)', i.e. the list of common ingredient names for the purposes of labelling (Article 19(1)(g) of the Cosmetics Regulation (EC) No 1223/2009)

Additionally, CosIng contains **historical** information from the '[inventory of cosmetic ingredients](#)' (established by Commission Decision 96/335/EC, repealed with effect from 8 May 2020).

Useful links:

- [Scientific Committee on Consumer Safety \(SCCS\)](#) for scientific opinions concerning ingredients/substances that could be used in cosmetic products
- [Personal Care Products Council](#) for specific information on INCI names

[Search in the CosIng database](#)

[Important notice](#)

CAS numbers are optional on the portal. However, if you want to include them and they aren't listed on your assessment, you can find them on the COSING database.

Go to the COSING database and search using the INCI name, it will give you the CAS number assigned to the substance.

PRODUCT FORMULATION – CAS NUMBERS

CosIng

CosIng is the European Commission database for information on cosmetic substances and ingredients.

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Additionally, CosIng contains **historical** information from the '[inventory of cosmetic ingredients](#)' (established by Commission Decision 96/335/EC, repealed with effect from 8 May 2020).

Useful links:

- [Scientific Committee on Consumer Safety \(SCCS\)](#) for scientific opinions concerning ingredients/substances/products
- [Personal Care Products Council](#) for specific information on INCI names

[Search in the CosIng database](#)

Search Results

Name or CAS/EC # Version
Scope Status

Go »

INCI Name/Substance Name	CAS No.	EC No.	Restriction/Annex/Reg.	Total: 1
SODIUM COCOATE	61789-31-9	263-050-4		Total: 1

You can search for the name of a substance (displayed as [INCI Name](#)), the name of an **INGREDIENT** (displayed in CAPITAL LETTERS), listed in the Inventory for labelling purposes, or for the name of a **FRAGRANCE** also in the Inventory.

CosIng allows also users to search for relevant CAS and EC numbers.

The current data in the database can be found under the default **status** as "active", whereas historical data have the **status** "not active".

Version
Name or CAS/EC #
Scope
Status

[Please keep us informed of any problems or requests](#)

PRODUCT FORMULATION –CAS NUMBERS

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[< Back](#)

What is the pH range of the product?

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](#)

The expected pH of the product will be detailed in the assessment. For products with a pH over 10 or less than 3, you will have to provide more information.

You will need to detail the pH from your measurements, or the one listed in the assessment.

COMPLETE TASK 2

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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 [Draft notifications page](#) from where you can resume and complete the remaining tasks at any time.

Start the next task on the [tasks list page](#).

When you have completed this section. Go back to the task list page.

TASK 3: "ACCEPT AND SUBMIT" –COMPLETING THE REGISTRATION

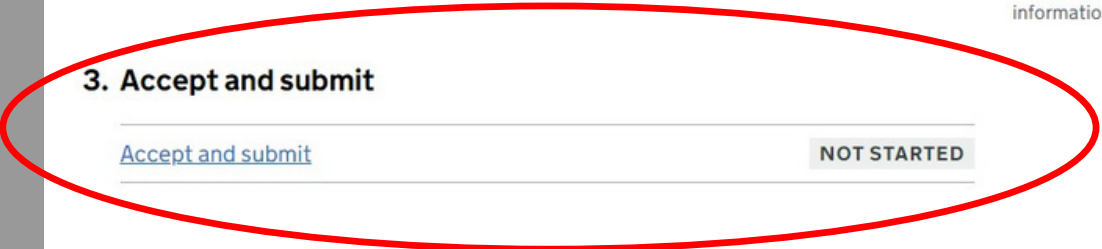
Incomplete: 2 of 3 tasks have been completed. [View draft](#)

- 1. Create the product**
[Create the product](#) **COMPLETED**
- 2. Product details**
[Product details](#) **COMPLETED**
- 3. Accept and submit**
[Accept and submit](#) **NOT STARTED**

In the next task

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.



Select "Accept and Submit" to finalise the registration.

TASK 3: "ACCEPT AND SUBMIT" –COMPLETING THE REGISTRATION

Category or skin cleansing product	Soap products
Physical form	Solid or pressed powder
Special applicator	No
pH	Between 3 and 10
Ingredients	
Formulation given as	Exact concentration
sodium cocoate 100.0% w/w	

[Continue](#) [Cancel](#)

Select "Accept and Submit" to finalise the registration.

Scroll to the bottom of the page, double-checking all of the information as you go.

Go back and correct any errors before submitting.

Select "Continue"

TASK 3: "ACCEPT AND SUBMIT" –COMPLETING THE REGISTRATION

BETA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

Accept and submit

Accept and submit the product notification for COLD PROCESS SOAP.

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](#) [Return to the tasks list page](#)

Select "Accept & Submit" to complete the online form and submit your product registration.

HINTS & TIPS

- 1) If you have submitted a multi-variant assessment, each variant must be registered as an individual product on the portal.
- 2) A flexi-style assessment must also be registered as individual products –the exact formulation must be registered on the portal.
- 3) All of the information needed to complete the portal registration (except for the label) can be found in your assessment.
- 4) You can make amendments to an existing portal registration –if you change your formulation (and have the change assessed) you can update the existing registration.
- 5) If you are unsure of anything you need to include –ask your assessor, we can help you with the registration.
- 6) You must register ALL products to be sold or given away in the UK.
- 7) This portal does not apply to product to be sold or given away in the EU; a separate portal exists for these products.