

## To the Applicant

### Checklist

Re: Application for EU Ecolabel for rinse-off cosmetics

Dear Sir or Madam,  
to make sure your application for Award of the Environmental Label is processed without delay you are kindly requested to submit the following documents to RAL gGmbH:

<b>Application via Web-Portal</b>
Annex 1a (Declaration of the manufacturer/ form), filled-in and <b>signed</b> . Upload document.
Excel calculation file, filled-in. Upload Excel-file.
(If not all substances in the DID list Part A): For ingoing substances not included in the DID list-part A, associated documentation about the determination of the values using the guidelines described in the DID list-part B. Upload documents.
If applicable: Documentation for anaerobic degradability if an ingoing substance other than a surfactant may be exempted from the requirement for anaerobic degradability. Upload documents.
Declaration from the raw material manufacturer, Declaration from the fragrance manufacturer (if fragrance in the formulation). Upload documents.
<b>Actual</b> safety data sheets of all raw materials. Upload documents.
(if biocides in the formulation): documents about the values for their BCF and/or log Kow. Upload documents.
(if colouring agents in the formulation): documents about the values for their BCF and/or log Kow or documentation that verifies that the colouring agent is approved for use in foodstuffs. Upload documents.
Label (e.g. Layout) of the end product. Upload documents.
If the PIR limit can only be fulfilled by the use of recycling material: Supporting documents. Upload documents.
Test report (Fitness for use). Upload documents.
If necessary: an evidence that refills are available for purchase (such as a photograph of the refill etc.). Upload documents.
A test report with results of measuring the residual quantity of a rinse-off cosmetic product in the packaging according Appendix II and a description of the dosage device for each packaging size. Upload documents.
Samples from each primary packaging from all products. (please enclose only samples with a volume up to 2l. Send by post. For samples with volumes > 2l upload documents (convincing pictures).

Forms and documents that must be submitted **15 months** after the contract was signed if palm/palm kernel oil based surfactants are used in the product:

- Excel-file with calculations for the palm/palm kernel oil used in the production period
- Verification of the palm oil/palm kernel oil certificates (book & claim) or proofs of purchase for the surfactants (segregated or mass balance).

**Hints:**

For **extension contracts** (Products with identical formulation), this means products to be marketed under another brand/trade name and/or other marketing organizations following documents are to submitted:

- Declaration that formulation and (if true) that packaging is identical (form)
- Label/SDS of the product
- If **not** identical for packaging all relevant documents for packaging
- if appropriate additional documents 15 months after the contract was signed (amounts)