



EU Ecolabel for cosmetic products and animal care products

Instructions for completing the Application Form for the EU Ecolabel for cosmetic products and animal care products

European Commission

EU Ecolabel for cosmetic products and
animal care products

Commission Decision 2021/1870/EU

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Excel Application Form

Two Excel files are available to support the verification process of the EU Ecolabel for cosmetic products and animal care products:

- The Excel file **Application form for Cosmetic products** should be completed for the products covered in Annex I to Commission Decision 2021/1870.
- The Excel file **Application form for Animal care products** should be completed for the products covered in Annex II to Commission Decision 2021/1870.

The Commission Decision and the related EU Ecolabel criteria are available at:
<https://ec.europa.eu/environment/ecolabel/products-groups-and-criteria.html>

One Excel file shall be completed for each product formulation and for each packaging format of the product.



In the application form you have to fill in the grey fields.



Please enter the numbers without units.



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1. Sheet “Confirmation”

The main information of the product and the applicant shall be included in this sheet. If the same formulation is sold in different brands, all the product names must be specified.

If more than one packaging is available, enter the number of package sizes for the product and the volume of the different sizes.



Please, select the statements of the sheet and introduce the signature electronically declaring that all the information provided in the Application Form is true.

2. Sheet “Product formulation”

The general information about the product shall be included in this excel sheet:

Product name:	Annex I: Cosmetic products	Description of the product:
Annex:		
Type of product: Product category:		

1. Enter the **product name** and a short **description** of the product (type of product, intended use and kind of consumers for which it is intended, etc.)
2. Select the **type of product** considering the following definitions: “Rinse off products” are those marketed as intended to be removed with water after use in normal conditions; and “Leave on products” are those marketed as not intended to be removed with water after use in normal conditions.
3. Specify the type of product selecting the **product category** from the list:

Product category:	<ul style="list-style-type: none"> Shampoos, soaps, shower preparations and toothpaste (solid) Shaving solid soaps Liquid soaps and shower preparations Shampoos (liquid form) Feminine hygiene cosmetic products Hair conditioners Rinse-off hair styling and treatment products (hair dyes) Rinse-off skin care products (exfoliants)
Ingredient trade name	

Table 2 of the User Manual includes a list of the different categories and the products considered in each category.

The **full formulation** of the product shall be entered: fill in the information regarding the ingredients contained in the product formulation specifying their tradename (the same as the Safety Dat Sheets - SDS - and the declaration), the manufacturer or supplier, the function, and the weight (%) in the formulation. The sum of all ingredients (including water) must be 100 (%). Specify the hazard statements of each ingredient (this information is included in the Chapter 2 of the SDS); if the ingredient is not classified write NC.

	Ingredient trade name	Manufacturer	Function (please select)	Weight in the formulation in mass- % (=g/100g product)	Supplier declaration added?	SDS added?	Hazard Statement
1	Water			69,3			
2	Ingredient 1	SUP1	Surfactant	17	Yes	Yes	H318
3	Ingredient 2	SUP2	Other	5	Yes	Yes	NC
4	Ingredient 3	SUP3	Preservative	1,5	Yes	Yes	H412
5	Ingredient 4	SUP4	Other	7	Yes	Yes	NC
6	Ingredient 5	SUP5	Fragrance	0,2	Yes		H315
7							
8							
	Sum:			100			

Must be 100



SDS and declarations by the manufacturer or supplier shall be included for each ingredient.

If alternative products (same ingredient with different trade name or different provider) are used for the same function, please specify in the name of the suppliers in the Column C.

3. Sheet “Ingoing substances”

The next step is to fill-in the sheet “**Ingoing Substances**” with the information on all ingoing substances, meaning all substances in the product. Commission Decision 2021/1870 specifies the threshold values applicable for each substance in Table 1. The name of the substance (INCI name) shall be included in Column B and shall be related with the ingredient in which the substance is included (select in the drop-down of Column C).

If the ingredient has more than one supplier, specify the proportion of each substance for one of the ingredients (the composition of the different ingredients shall be the same).

Specify in the respective columns the active content of the ingoing substance in the product (in %), the CAS number, the function of the substance (please, select from the list) and their hazard statement.

The weight of each substance in the formulation will be directly calculated from the weight of ingredients (sheet product formulation) and their active content. The sum of all ingredients (including water) must be 100 (%).

	Ingoing substance	Contained in primary product	Active content in the product	CAS no.	Function	Weight in the formulation	Hazard Statement
		(please select)	(in %)		(please select)	in mass- % (=g/100g product)	In case H/EUH-statement with possible restrictions are detected, font changed to red
1	Water					70,898	
2	Substance 1.1	Ingredient 1	70		Surfactant	11,900	H318 H315 H412
3	Substance 1.2	Ingredient 1	30		Other	5,100	NC
4	Substance 2	Ingredient 2	100		Other	5,000	H319
5	Substance 3	Ingredient 3	0,15		Preservative	0,002	H301 H311 H311 H400 H410 H314 H318 H317
6	Substance 4	Ingredient 4	100		Other	7,000	NC
7	Substance 5.1	Ingredient 5	20		Fragrance	0,040	H318
8	Substance 5.2	Ingredient 5	20		Fragrance	0,040	H318
9	Substance 5.3	Ingredient 5	7		Fragrance	0,014	NC
10	Substance 5.4	Ingredient 5	3		Fragrance	0,006	H412
11				Must be 100		100,000	
	Sum:						

If a hazard statement (the three-digit number) is recognized which is restricted according Criterion 4(a), the font colour changes to red (all hazard statements). Where a derogation exists or the concentration is below the limit of determination (as defined in the decision), they shall be selected accordingly in Column S.



The sentence “Zinc exemption (maximum 25%)” refers to criterion 4(a)iii.



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Weight in the formulation	Hazard Statement	If H-phrase restricted: exemption because	BCF / log Kow	Value of BCF / log Kow
in mass- % (=g/100g product)	In case H/EUH-statement with possible restrictions are detected, font changed to red	(please select)	Select for preservatives, colorants and UV filters	
70,898				
11,900	H318 H315 H412	Derogated substance		
5,100	NC	Derogated substance		
5,000	H319	Below measurement threshold Zinc exemption (maximum 25%)		
0,002	H301 H311 H311 H400 H410 H314 H318 H317	Below measurement threshold	Log Kow	-0,71
7,000	NC			
0,040	H318			
0,040	H318			
0,014	NC			
0,006	H412	Below measurement threshold		

If the substance is a preservative, colorant or UV filter, Column T and U shall be completed in accordance with requirement 4(e), 4(f) and 4(g):

- If the substance is a preservative, please select "BCF" or "log Kow". If both BCF and log Kow values are available, the highest measured value shall be used. Enter the appropriate value for BCF or log Kow in Column U.
- If the substance is a colorant, one of the following options should be selected: "BCF", "log Kow" or "Approved for foodstaf". Enter the appropriate value for BCF or log Kow in Column U.
- Select "BCF", "log Kow" or "Lowest measured toxicity" for UV filters and enter the appropriate value for the selected justification.



Choose in Column V whether the substance is an organic substance (Yes) or not (No), otherwise the calculation is not possible.

Finally, select if the ingredient includes palm oil or palm kernel oil derivatives in Column W (Yes) or not (No). If one or more ingredient include palm oil or palm kernel oil, the Excel sheet **Results 6** shall be completed (**Results 5** if the Application form refers to animal care products).



For fragrances, it is possible to specify all ingoing substances either one by one, or grouping them according to their classification as "hazardous to the aquatic environment" (H410, H411, H412 or not classified (NC)), or as a unique ingoing substance.



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	Ingoing substance	Contained in primary product	Active content in the product	CAS no.	Function	Weight in the formulation	Hazard Statement
		(please select)	(in %)		(please select)	in mass- % (=g/100g product)	In case H/EUH-statement with possible restrictions are detected, font changed to red
1	Water	Water	100			25	
2	Substance 1.1	Ingredient 1	40		Surfactant	12,00	
3	Substance 1.2	Ingredient 1	60		Other	18,00	
4	Substance 2.1	Ingredient 2	100		Other	44,00	
5	Substances NC	Perfume	60		Fragrance	0,60	NC
6	Substances H412	Perfume	20		Fragrance	0,20	H412
7	Substances H411	Perfume	15		Fragrance	0,15	H411
8	Substances H410	Perfume	5		Fragrance	0,05	H410



If the product is classified as a rinse-off product please complete the Excel sheet “Rinse-off – DID”. If the product is classified as a leave-on product please complete the Excel sheet “Leave-on – DID”. Animal care products only have one Excel sheet referring to “Rinse-off – DID”.

4. Sheet “Rinse-off - DID”

First columns will be directly filled-in from previous sheets if they are fully completed.



Please, complete Column E of the sheet “Rinse-off – DID” using the most recent version of the DID list. The latest version (at the time of publication of this manual) of the DID list, part A can be consulted in the Sheet DID-list_Part A.

1. Select the DID number associated with the substance (if it is available). Information about Degradation Factor (DF), Chronic Toxicity Factor (TF chronic) and biodegradability (aerobic and anaerobic) will be directly filled-in.



For fragrances:

- if you have specified all ingoing substances you shall introduce information about DF, TF and biodegradability for each substance.

- if you have grouped ingoing substances according to their classification as “hazardous to the aquatic environment”, in Column E select the generic DID number for perfumes (2549).

	Ingoing substance	Contained in primary product (please select)	CAS no.	DID no.	Ingredient name
1	Water	Water			
2	Substance 1.1	Ingredient 1		not included	
3	Substance 1.2	Ingredient 1		not included	
4	Substance 2.1	Ingredient 2		not included	
5	Substances NC	Perfume		2549	Perfume, if not other specified (**)
6	Substances H412	Perfume		2549	Perfume, if not other specified (**)
7	Substances H411	Perfume		2549	Perfume, if not other specified (**)
8	Substances H410	Perfume		2549	Perfume, if not other specified (**)

- if you have entered the fragrance as a unique ingoing substance, you can choose the generic DID number or introduce DF, TF and biodegradability data.

2. If a substance is not included in Part A of the DID list, select “not included” and calculate the DF and TF following the instructions described in the Part B of the DID list and fill in Columns H and I (that will appear in grey colour). This information will be used to evaluate and verify the Criterion 1.
3. Columns J and K shall be completed when the substance is not included in Part A of the DID list, selecting one of the available options of the drop-down:
 - Aerobic biodegradation: R: Readily biodegradable according to OECD guidelines; I: Inherently biodegradable according to OECD guidelines; P: Persistent. The ingredient has failed the test for inherent biodegradability; O: The ingredient has not been tested; NA: Not applicable.
 - Anaerobic degradation: Y: Biodegradable under anaerobic conditions, N: Not biodegradable under anaerobic conditions, O: The ingredient has not been tested, NA: Not applicable



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4. For organic substances which are not surfactants and whose anaerobic biodegradability has not been determined ("O"), Column P "Exemption for anNBO" shall be filled in:
- Select "No" if the substance does not comply any exemption.
 - Select exemption 1 (low adsorption), 2 (high desorption) or 3 (non-bioaccumulative) according to the specifications in the Commission Decision 2021/1870 (supporting evidences shall be presented).
 - Select Test present if the data of anaerobic biodegradability is available (supporting evidences shall be provided to the competent body).

5. Sheet “Leave-on - DID”

First columns will be directly filled-in from previous sheets if they are fully completed.



Please, complete Column E of the sheet “Leave-on – DID” using the most recent version of the DID list. The latest version (at the time of publication of this manual) of the DID list, part A can be consulted in the Sheet DID-list_Part A.

1. Select the DID number associated with the substance (if it is available). Toxicity information (EC or LC50, NOEC or ECx) and aerobic biodegradability will be directly filled in.



For fragrances:

- if you have specified all ingoing substances you shall introduce information about DF, TF and biodegradability for each substance.

- if you have grouped ingoing substances according to their hazard to the aquatic environment, in Column E select the generic DID number for perfumes (2549).

	Ingoing substance	Contained in primary product (please select)	CAS no.	DID no.	Ingredient name
1	Water	Water			
2	Substance 1.1	Ingredient 1		not included	
3	Substance 1.2	Ingredient 1		not included	
4	Substance 2.1	Ingredient 2		not included	
5	Substances NC	Perfume		2549	Perfume, if not other specified (**)
6	Substances H412	Perfume		2549	Perfume, if not other specified (**)
7	Substances H411	Perfume		2549	Perfume, if not other specified (**)
8	Substances H410	Perfume		2549	Perfume, if not other specified (**)

- if you have entered the fragrance as a unique ingoing substance, you can choose the generic DID number or introduce DF, TF and biodegradability data.

2. If a substance is not included in Part A of the DID-list, select “not included” and provide the toxicity information (Column H and/or Column I). If chronic values are available, they shall be used. If no chronic test results are available, the acute toxicity and safety factor must be used.
3. Column J shall be completed when the substance is not included in Part A of the DID list, selecting one of the available options of the drop-down: R: Readily biodegradable according to OECD guidelines; I: Inherently biodegradable according to OECD guidelines; P: Persistent. The ingredient has failed the test for inherent biodegradability; O: The ingredient has not been tested; NA: Not applicable.



If the substance **is not** readily biodegradable (R) or potentially biodegradable (I), please provide information about the bioaccumulation potential or the bioavailability of the substance.

4. Select in the Column N if the substances is no bioaccumulable or no bioavailable.
5. If the substance is not considered bioaccumulable, complete the Column O with the value of BCF or log Know.



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6. If the substance is not bioavailable, complete Column P and indicate its molecular weight.



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6. Sheet “Results 1&2”

The sheet “Results 1&2” shows the compliance of the product with **the Criterion 1. Toxicity to aquatic organisms: Critical Dilution Volume**, and **Criterion 2. Biodegradability**. This sheet is directly completed from the information provided in the previous sheets.



No modifications have to be done in this Excel sheet.

7. Sheet “Results 3”



This sheet does not exist in the Application form for Animal care products.

The sheet “Results 3” shows the compliance of a leave-on product with the **Criterion 3. Aquatic toxicity and biodegradability**. This sheet is directly completed from the information provided in the previous sheets.



No modifications have to be done in this Excel sheet.

8. Sheet “Results 5”



This equals to sheet “Results 4” in the Application form for Animal care products.

Sheet “Results 5” includes information to evaluate the Criterion of packaging. If the product is sold in different packagings, the sheet “Results 5” should be copied and completed for each packaging.

The sheet is divided into two different requirements: the Criterion 5(b) Packaging Impact Ratio and the Criterion 5(c) Information and design of primary packaging

Results criterion 5(b) Packaging Impact Ratio (PIR)

First of all, indicate if the product includes (Yes) or not (No) a refilling option. If “Yes” indicate the number of foreseen refillings (r).

The product includes a refilling option	
Number of foreseen refillings (r)	Yes
Number of refills requires to meet the total refillable quantity (F)	No



If the product includes a refill please complete the information of the Primary packaging (Columns B-D) and the Refill packaging (Columns F-H).

Fill in the information of the primary packaging and the information of the refill packaging (if it is available) according to the following instructions:

1. Weight of the product in the packaging (D) in grams (if a refill is available, weight of the product in the parent pack)
2. Volume capacity of the parent pack (V) in ml
3. Indicate if the product is sold (Yes) or not sold (No) with secondary packaging
4. Amount of packs in secondary packaging.
5. Indicate the different parts of the primary packaging, their weight and the weight of non-renewable and non-recycled material. *For example, for a toothpaste tube shall be indicated the tube and the cap. If an aluminum stopper is included, that shall be also indicated.*
6. Indicate the different parts of the secondary packaging (if a secondary packaging is available).
7. The PIR values will be directly calculated, indicating the PIR limit and if the result complies (ok, $PIR < 0.20$) or does not comply (no ok, $PIR > 0.20$) with the criterion.



If the product is a decorative cosmetic please complete the information from Row 39 to 51.

For decorative cosmetics indicate the different parts of the primary packaging, their weight and the weight of non-renewable and non-recycled material.

Example 1. A shampoo and a hair conditioner are sold together with a secondary packaging (the secondary packaging groups products that include several elements for their use). The packaging of both products is the same.

Primary packaging		
Weight of the product in the packaging (D) in grams	1000 + 1000	
Volume capacity of the parent pack (V) in ml	1000 + 1000	
The product is sold with secondary packaging	Yes	
Amount of packs in secondary packaging	2	
Part of the primary packaging	Weight of primary packaging part in g	Weight of non-renewable + non-recycled in g
Bottle	49,1 x 2	49,1 x 2
Cap	5,3 x 2	5,3 x 2
Label	0,6 x 2	0,6 x 2
Sum:	110	110
Part of the secondary packaging	Weight of secondary packaging part in g	Weight of non-renewable + non-recycled in g
Plastic film	10,8	10,8
Sum:	10,8	10,8
Proportional weight of the secondary packaging:	5,4	5,4
Weight of packaging (W) in grams:	115,4	
Weight of non-renewable + non recycled (N) in grams:	115,4	

Include the weight and volum of both products together

Include the weight of the different parts together or add the different parts of the products in the list

PIR=	0,115
Límit:	0,20
Result:	Ok

Part of the primary packaging	Weight of primary packaging part in g	Weight of non-renewable + non-recycled in g
Bottle shampoo	49,1	49,1
Cap shampoo	5,3	5,3
Label shampoo	0,6	0,6
Bottle hair conditioner	49,1	49,1
Cap hair conditioner	5,3	5,3
Label hair conditioner	0,6	0,6

Example 2. A product is sold with pump and a refill option is available:

- Primary packaging: 1L
- Refill packaging: 5L

Specify the number of foreseen refillings



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The product includes a refilling option	Yes	
Number of foreseen refillings (r)		5
Number of refills requires to meet the total refillable quantity (F)		1

Primary packaging		
Weight of the product in the packaging (D) in grams	1000	
Volume capacity of the parent pack (V) in ml	1000	
The product is sold with secondary packaging	No	
Amount of packs in secondary packaging		
Part of the primary packaging	Weight of primary packaging part in g	Weight of non-renewable + non-recycled in g
Bottle	49,1	49,1
Cap	27,1	27,1
Label	0,6	0,6
Sum:	76,8	76,8
Weight of packaging (W) in grams:	76,8	
Weight of non-renewable + non recycled (N) in grams:	76,8	

Refill packaging		
Weight of the product in the packaging (Drefill) in grams	5000	
Volume capacity of the parent pack (V) in ml	5000	
The product is sold with secondary packaging	No	
Amount of packs in secondary packaging		
Part of the primary packaging	Weight of primary packaging part in g	Weight of non-renewable + non-recycled in g
Bottle	260	260
Cap	7,3	7,3
Sum:	267,3	267,3
Weight of packaging (Wrefill) in grams:	267,3	
Weight of non-renewable + non recycled (Nrefill) in grams:	267,3	

PIR=	0,1147
Limit:	0,20
Result:	Ok

Example 3. A product is sold with a plastic packaging made of 20% of recycled material.

Primary packaging		
Weight of the product in the packaging (D) in grams	300	
Volume capacity of the parent pack (V) in ml	300	
The product is sold with secondary packaging	No	
Amount of packs in secondary packaging		
Part of the primary packaging	Weight of primary packaging part in g	Weight of non-renewable + non-recycled in g
Bottle	25,4	20,32
Cap	5,3	5,3
Label	0,6	0,6
Sum:	31,3	26,22
Weight of packaging (W) in grams:	31,3	
Weight of non-renewable + non recycled (N) in grams:	26,22	

PIR=	0,192
Limit:	0,20
Result:	Ok

The product includes 20% of recycled material:
 $25,4 \text{ g} \times 20\% = 5,08 \text{ g}$ of material from recycled material.
 $25,4 \text{ g} - 5,08 \text{ g} = 20,32 \text{ g}$ of material non recycled.

Results criterion 5(c) Information and design of primary packaging

“Primary packaging and product (m1) in grams” and “Primary packaging emptied and cleaned (m3) in grams” will be directly completed from previously indicated values.



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Indicate “primary packaging and product residue in normal conditions of use (m2)”, and R value (residual amount) will be directly calculated. If R comply with the criteria the result will be ok, if not the result will be no ok.



Find in the User Manual the normal conditions of emptying some examples of packaging.

Results Criterion 5(d) Design for recycling of plastic packaging

Select the materials for the different components of the packaging: container, label or sleeve, adhesive (if applies), closure and barrier coating (if applies).

9. Sheet “Results 6”



This equals to sheet “Results 5” in the Application form for Animal care products.

Sheet “Results 6” includes information to evaluate the Criterion of Sustainable sourcing of palm oil, palm kernel oil and their derivatives.

Column F and Column G will appear in grey for the ingoing substances that have been indicated that contain palm or palm kernel oil in the “ingoing substances sheet”. Please, fill in only the celds in grey to evaluate the sustainable sourcing of the ingredients.

1. In Column F select if substance contains palm oil, palm kernel oil or a derivate of them.

	Ingoing substance	Weight in the formulation	Renewable ingredient	Verification		Proportion of palm/ palm kernel oil in the ingredient	RSPO number
		in mass- % (=g/100g product)	(please select)	(please select)	Palm oil or palm kernel oil mass balance certified is only accepted before 2025	(in %)	
1	Water						
2	Substance 1.1		Palm oil				
3	Substance 1.2		Palm kernel oil				
4	Substance 2.1		Palm kernel oil				
5			Palm oil				
6			Palm kernel oil				
7			Palm oil or palm kernel oil derivatives				
8							

2. In Column G select the corresponding supply chain model (identity preserved, segregated or mass balance) for the uptake of the certified palm oil and palm kernel oil products.



For palm oil and palm kernel oils ingredients, mass balance certification will be only accepted until 1st January 2025.

	Ingoing substance	Weight in the formulation	Renewable ingredient	Verification		Proportion of palm/ palm kernel oil in the ingredient	RSPO number
		in mass- % (=g/100g product)	(please select)	(please select)	Palm oil or palm kernel oil mass balance certified is only accepted before 2025	(in %)	
1	Water						
2	Substance 1.1		Palm oil	Identity preserved			
3	Substance 1.2		Palm kernel oil	Mass balance	Certified before 2025		
4	Substance 2.1		Palm kernel oil				
5				Identity preserved			
6				Segregated			
7				Mass balance			
8							

3. In Column I indicate the RSPO number.



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10. Declarations sheets

The Excel file Application form for Cosmetic products includes two declarations sheets: please fill in the “Declaration – Rinse-off products” if the product is classified as a rinse-off product. If the product is a leave-on product, you should complete the “Declaration – Leave-on products”.

The Excel file Application form for Animal care products only includes one declaration sheet (for rinse-off products).

The following considerations shall be taken into account to complete the Declarations sheets:

- The threshold values of the different criteria will be automatically filled-in in the yellow cells considering the information provided in the Excel. If the value is not automatically calculated, please, check that all the information has been correctly completed.
- The cells marked in grey can be filled by the applicant when needed.
- Select the statements of the Column D considering the characteristics of the product.
- If supporting evidence is required, you shall select in the Column D when the documentation is provided.
- When all the requirements are met, the Column S will change automatically to Compliant.

