

Basic Cosmetic Certification: Sample Product Criteria

HSCG Basic Cosmetic Certification requires the submission of three (3) cosmetic samples which must meet very exact specifications. There is a detailed criteria for evaluation, which specifies the points for each aspect of the product, labeling, and required documentation (see below). Each product may receive up to 100 points; 85 points is required for the product to pass. Every product must pass on its own merit in order to pass the Product Sample portion of the HSCG Cosmetic Certification Basic Level.

SAMPLE REQUIREMENTS

Sample No. 1 — Bath Salts or Bath Soaks

1. Formulate a recipe using at least three different salts, starches, milk powders or water conditioners based upon choice of either bath salts/soaks.
2. Fragrance of your choosing is to be added.
3. Color should be added.
4. Do not use additives such as oils, herbs or teas.
5. No premixed bath salts/soaks are allowed.
6. Bath salts/soaks should have a net weight in the range of 6.0 – 8.0 oz. (170–227 g).

Sample No. 2 — Lotion Bar or Body Melt

1. Formulate a recipe using at least three different oils/fats/butters of your choosing.
2. Fragrance of your choosing is to be added.
3. Do not use color additives or other additives such as herbs or teas.
4. No premixed bases are allowed.
5. The lotion bar/body melt should be either molded or poured in appropriate containers.
6. The lotion bar/body melt should have a net weight in the range of 2.0 – 4.0 oz. (57–113 g).

Sample No. 3 — Lip Balm or Lip Gloss

1. Formulate a recipe using at least three different oils/fats/butters of your choosing.
2. Flavor oils or food-safe essential oils of your choosing are to be added.
3. Color additives are optional for lip balm but are required for lip gloss.
4. Do not use additives such as herbs or teas.
5. No premixed bases are allowed.
6. The lip balm/gloss should be packaged in appropriate lip balm/gloss containers.
7. The lip balm/gloss should have a net weight in the range of 0.15 – 2 oz. (4.25–57 g).

DOCUMENTATION

1. Recipe calculations illustrating how the amounts of ingredients were calculated must be included.
2. All calculations must be by weight, not volume, and must include the percentage of each ingredient.

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3. Batch code sheet with the batch number, recipe ingredients, amounts and procedures shall be included. Use the Cosmetic Batch Sheet to provide this information.
4. Attach on a separate sheet your record of data collected during the making and finishing of steps appropriate for the specific recipe. The record of data must include a written description of how the product was made, stating relevant temperature, time and conditions.
5. Include an SDS for each ingredient used in the recipe.

LABELING

1. Each product must be appropriately wrapped/packaged and labeled per your country's regulations.
2. If a cosmetic is misbranded, it will be disqualified.
3. Labeling for bath salts/soaks must include directions for safe use, including any necessary warnings.

SUBMITTAL OF COSMETIC SAMPLES AND DOCUMENTATION

1. If submitting these samples at the Annual Conference, the samples and documents must be submitted to the Certification Committee Table by close of the regularly scheduled conference registration to allow time to process and judge the cosmetics.
2. If cosmetic samples and documents will be submitted at a time other than at the Annual Conference, contact the HSCG office for the correct mailing address for the judge evaluating the samples. Please package all samples carefully so they will arrive undamaged.
3. No cosmetic samples or documents will be returned.

CRITERIA FOR EVALUATION

The criteria for the evaluation of the cosmetic samples are listed below. You may also review the Cosmetic Sample Evaluation Sheets which will be used by the judges.

1. Technical Aspects (70%)

- **Weight (Pass/Fail):** The cosmetic sample must weigh or measure within its required weight and no less than its stated weight or the sample will be considered misbranded and disqualified.
- **Scent (10%):** The cosmetic sample should have a pleasing scent and be free of any off-odors.
- **Color (10%):** Color additives are properly incorporated into the product to create the desired impression. For those samples without color additives, the color of the product should be uniform and typical for the product.
- **Visual Appearance (20%):** Bath salts/soaks should be well mixed with little or no separation or clumping of ingredients. Lotion bars/melts and lip balm/gloss should be uniform in color without dimples, graininess or overpour.
- **Physical Consistency and Performance (30%):** Bath salts/soaks should be free flowing without clumping or excessive oiliness. They should dissolve easily in warm water without leaving residual silt, fragrance or a ring of color behind. Lotion bars/melts and lip balm should be smooth, firm and

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unyielding when pressure is applied. They should not be tacky, sticky or grainy. They should not have break or fault lines from topping off. Lotion bars/melts should glide on easily, yet not drip or smear upon application. They should melt on contact with the skin, be fully absorbed within 5 minutes and make a noticeable difference to the skin's texture. Lip balms should leave a long-lasting, protective matte finish on the lips. Lip gloss may be softer. It may be whipped or poured into appropriate containers. It should glide on smoothly and not be tacky or sticky upon the lips. It should leave a lustrous shine and slight tint upon the lips.

2. Labeling (10%)

Labeling must be in accordance with country of manufacture labeling requirements or the cosmetic sample will be disqualified. Failure to provide directions for use and/or warnings in bath products will constitute a fail. Any statements or claims for the intended use of the product which render the product an unapproved new drug will also constitute a fail.

- **Product Identity (Pass/Fail):** Of cosmetic on principal display panel.
- **Net Weight (Pass/Fail):** In proper units on principal display panel.
- **Manufacturer's Contact Information (Pass/Fail):** Name and street address.
- **Listing of Ingredients (Pass/Fail):** In proper order with proper INCI names on information panel.
- **Directions for Use (10%):** Bath salts/soaks must include directions for safe use and any necessary warnings.

3. Documentation (20%)

All documents must be submitted or the cosmetic sample will be disqualified.

- **Recipe Calculation (5%):** Provide recipe showing calculations for all ingredients, including percentages of each ingredient in the formula.
- **Batch Code Sheet (5%):** Complete the attached form for ingredients; outline the necessary directions and steps required to successfully create a finished product.
- **SDS (5%):** Provide for all ingredients.
- **Process Description (5%):** Attach your own record of data collected during the cosmetic making and finishing steps that are appropriate for the specific recipe/cosmetic. The record of data shall include a written description of how the cosmetic was made, stating relevant temperatures, time and conditions and any other factors experienced in making the product.