



## What is the **RMDF** (**R**aw **M**aterial **D**ocumentation **F**ile)?

The **RMDF** is an Excel file for completion by supplier or manufacturer **as part of the assessment of compliance** of raw material(s) by the NATRUE Approved Certifier (NAC) .

The NATRUE Approved Certifier (NAC) will check the compliance of a raw material according to the latest version of NATRUE criteria available [here](#). The RMDF can be downloaded directly [here](#)

This document provides an explanation about how to fill in the RMDF, it does not replace it.  
For the perfume-specific RMDF and its separate guidance document please see here and here respectively.

The RMDF is composed of two main parts (both must be filled in):



## How to fill in PART 1?

<b>Substance identification (mandatory)</b>	<p><b>INCI name(s)</b> Please list all components including all kinds of additives, e.g. solvents, preservatives, antioxidants etc.</p>	<p>Portion [%]</p>	<p>Classification according to NATRUE criteria as</p>
<p><b>Only</b> to be completed if the raw material contain any residues e.g. solvent residues</p>			
<p><b>Mandatory.</b> Please see example GMO certificate <a href="#">here</a></p>	<p><b>Trade name</b></p>		
	<p><b>Producer (if known)</b> resp. <b>Supplier (if different from producer)</b></p>		
	<p><b>Residues</b> Please list all residues from the manufacturing process and add their concentrations (duplicate rows if needed)</p>	<p>Concentration [%]</p>	
<p><b>Mandatory</b> – ionising radiation</p>	<p><b>GMO prohibition</b> (NATRUE Criteria Section 2.3): Does the raw material used comply with the criteria manufactured neither "from" nor "by" GMOs, as those terms are used in Articles 3 and 11 of Regulation (EU) 2018/848?  [Includes all microorganisms; derogation for specified enzyme origin where justified is outlined in Section 2.3]  (Please enclose certificate - please see example here.)</p>		
<p><b>If</b> any of the 26 ingredients listed as fragrance allergens by law and are contained in the raw material, their name and concentration must be listed here.</p>	<p><b>Ionizing radiation</b> (NATRUE Criteria Section 3.1): Was the raw material or any of its components subject to ionizing radiation?</p>		
<p><b>Mandatory.</b> Identification of natural or derived natural substances coming from organic or certified sustainable palm (kernel) oil</p>	<p><b>Labeling notification</b> (according to Art. 19(1)(g) of Regulation (EC) No. 1223/2009): Does the raw material contain any of the 26 ingredients which shall be indicated in the list of ingredients in addition to the terms "Parfum" or "Aroma"?  <b>If yes:</b> Please list in detail (duplicate rows if needed)</p>	<p>Concentration in %</p>	
<p><b>Mandatory.</b> For validation the manufacturer' /supplier's stamp, date and signature <b>must</b> appear where indicated</p>	<p><b>Palm (kernel) oil and derivatives</b> (NATRUE Criteria Section 5.4.4) Do the natural or derived natural substances from palm (kernel) oil come from organic or RSPO or other certified sustainable supply chains and mass balance (MB) quality as a minimum requirement?  <b>If yes:</b> Please indicate which  N.B.: Derived natural substances with INCIs available in MB quality or greater are listed in Annex 3.</p>		
<p>Sections 2A, 2B or 2C, including phosphates and mineral salts, <b>must</b> be filled as applicable to the raw material's composition according to NATRUE substance classification. Please see <a href="#">here</a> for details.</p>	<p><b>Manufacturer's/Supplier's stamp</b></p>		
	<p><b>Date and signature</b></p>		
	<p><b>Version: 3.9 -01-01-2021</b></p>	<p>&gt;&gt;&gt; Please complete the appropriate category questionnaire(s) 2A, 2B, 2C Please duplicate the respective sheet(s) if needed</p>	



**How to fill in PART 2A: NATURAL SUBSTANCES?**

In this section of the RMDF, additional information about the substance including its origin and its manufacturing process are required for its conformity assessment.

This section need only be completed if a **natural substance** has been identified in Part 1.

Part 2A: Natural substances	
of plant, inorganic-mineral or animal origin	
<b>Information about the production of the substance(s)</b>	
<b>INCI name(s)</b> <small>(including solvents, preservatives, stabilising agents etc.)</small>	
<b>Description of starting material(s) and their origin</b>	
<b>Certified Organic Production:</b> Does the plant or animal starting material come from certified organic farming in compliance to an accepted organic standard or regulation approved in the IFOAM Family of Standards, or to this Standard? (NATRUE Criteria Section 2.2)	
<small>(Please enclose original certificate if appropriate)</small>	
<b>Vegetable juices made of concentrates:</b> Fraction of the used concentrate (%)	
<b>Plant extracts:</b> Production from	
<b>Plant extracts:</b> Amount of plant (%) used for extraction	
<b>Plant extracts - (Hydro)alcoholic :</b> Fraction/content of alcohol (% natural alcohol)	
<b>Plant extracts - If coming from certified organic farming (NATRUE Criteria Section 2.2):</b> Amount of certified organic material (%)	
<b>Fragrances/essential oils:</b> Conform with ISO 9235 (NATRUE Criteria Section 2.4) <small>(Please enclose certificate if appropriate)</small>	
<b>Certificate of origin (NATRUE Criteria Section 5.3):</b> The starting material is <u>not</u> originating from plants or animals which are under the restriction of the Washington Convention on International Trade in Endangered Species of Wild Fauna and Flora, Appendix I.  <small>(If no: Please enclose certificate of nature preservation authority)</small>	
<b>Manufacturing step 1</b>	
<b>Description of the process</b> <small>(Physical, enzymatical or microbiological methods and/or pH adjustment [ion exchange] only)</small>	
<b>Auxiliary materials used:</b> Solvents, extraction agents, bleaching additives, enzymes, microorganisms and other auxiliaries	
<b>If non-natural or non-derived natural solvents or other auxiliaries are used:</b> Are they completely removed after processing? (Please indicate residual levels)	
<b>If enzymes or microorganisms are used for manufacturing:</b> Please describe origin Do they comply with the criteria laid down in the Regulation (EU) 2018/848 regarding GMO (NATRUE Criteria Section 2.3)?	

Substance identification (**mandatory**)

**Please note:** IF the original organic certificate is not provided, the substance will be considered natural but not organic when calculating the NATRUE certification level.

Information about the extraction is required to accurately calculate the respective natural and organic percentages in the final product.

Perfumes must be natural and conform with ISO 9235. Please see an example self declaration [here](#). Please see the perfume-specific RMDF [here](#).

**Mandatory declaration.**  
  
**Please note:** A certificate of the national preservation authority is only required when the starting material is under the restriction of CITES, Appendix I

**Please note:** A step-by-step outline description of the manufacturing process(es) is required for conformity assessment.  
  
Please add as many steps as the manufacturing process involve.



## How to fill in INORGANIC SALTS?

Annex 1c contains an open list of inorganic salts (listed by INCI) which are approved in natural and organic cosmetics. Substances listed in Annex 1c include those that are neither classified as natural nor nature-identical. Where the particular use of an inorganic salts is specified this is indicated in Annex 1c.

Manufacturing details and origin are not requirements for inorganic salts listed on Annex 1c

### Inorganic Salts

If the INCIs are already listed in the corresponding annexes, **only** their names have to be listed here in the corresponding cell

<b>INCI name(s) of inorganic salt(s):</b> (listed in Annex 1c of the NATRUE Criteria)	
<b>N.B.:</b> For natural substances please complete Section 2A. For nature-identical inorganic pigment(s) and mineral(s) please refer to Annex 2 and complete Section 2B	

If the INCIs are **not** listed in the corresponding annexes please complete.

**Please note:**

- Only those listed in the respective annex may be used.
- For new inclusion(s) the NATRUE Scientific Committee will confirm/refuse a submitted substance(s) via the process described [here](#)

<b>Does the material contain an inorganic salt(s) <u>not</u> listed on Annex 1c of the NATRUE Criteria?</b>	
INCI name	
Chemical name (IUPAC)	
CAS number	
EINECS number	
ELINCS number	
<b>Does the material contain an inorganic salt(s) <u>not</u> listed on Annex 1c of the NATRUE Criteria?</b>	
INCI name	
Chemical name (IUPAC)	
CAS number	
EINECS number	
ELINCS number	



How to fill in PART 2B: NATURE-IDENTICAL SUBSTANCES?

**Nature-identical** substances may only be used when natural substances cannot be recovered from nature using reasonable technical effort.

These substances are included in the corresponding **positive lists**:

- Annex 2: Nature-identical inorganic pigment and minerals
- Annex 4a: Nature-identical preservatives

Manufacturing details and origin are not requirements for nature-identical substances

**If** the INCIs are already listed in the corresponding annexes, **only** their names have to be listed here in the corresponding cell

**If** the INCIs are **not** listed in the corresponding annexes please complete.

**Please note:**

- Only those listed in the respective annex may be used.
- For new inclusion(s) the NATRUE Scientific Committee will confirm/refuse a submitted substance(s) via the process described [here](#)

Part 2B: Nature-identical substances	
(Preservatives, inorganic pigments and minerals)	
<b>INCI name(s) of preservative(s):</b> (listed in Annex 4a of the NATRUE Criteria)	
<b>INCI name(s) of inorganic pigment(s) and mineral(s)</b> (listed in Annex 2 of the NATRUE Criteria)	
<b>Does the material contain a <u>preservative</u> which is <u>not yet listed</u> in Annex 4a of the NATRUE Criteria?</b>	
INCI name	
Chemical name (IUPAC)	
CAS number	
EINECS number	
ELINCS number	
Indicate occurrence of this substance in nature	
<b>Does the material contain an <u>inorganic pigment or mineral</u> which is <u>not yet listed</u> in Annex 2 of the NATRUE Criteria?</b>	
INCI name	
Chemical name (IUPAC)	
CAS number	
EINECS number	
ELINCS number	
Indicate occurrence of this substance in nature	



How to fill in PART 2C: DERIVED NATURAL SUBSTANCES?

**Derived natural substances** are only justified if their function cannot be achieved using natural substances; natural starting materials for derived natural raw materials should preferably be of organic grade.

**Derived natural substances** are always recovered from natural substances and may only be used for the production of natural cosmetics if they are recovered using permitted chemical reactions (see below)

**Derived natural substances** should only be manufactured using processes which are modelled on physiological mechanisms (new reactions are permitted by the SC upon review).

The permitted reactions to-date include (please refer [here](#) for the latest version of the NATRUE criteria):

Acylation; Amidation; Condensation (with elimination of water); Dehydrogenation; Dimerization; Esterification; Glycosidation; Hydrogenation; Hydrogenolysis; Hydrolysis (including saponification); Neutralisation; Oxidation (with oxygen, ozone and peroxides or electrochemically); Phosphorylation; Pyrolysis; Sulphatation; Transesterification.

Part 2C: Derived natural substances	
INCI name	
Chemical name (IUPAC)	
CAS number	
EINECS number	
ELINCS number	
<b>Is the substance already listed in Annex 3 of the NATRUE criteria?</b>	
<b>If not yet listed in Annex 3:</b> Does the substance occur in nature?	
<b>If not yet listed in Annex 3 and if occurring in nature:</b> Identification of the natural source <u>and</u> explanation why the substance can not be taken from this source	
<b>Is the substance a surfactant (and intended to be used for cleansing purposes)?</b> (NATRUE Criteria Sections 2.5 and 3.3)	
<b>If to be used as surfactant/for cleansing purposes:</b> Documentation of complete biodegradability in accordance with Regulation (EC) No. 648/2004 is available  (Please enclose documentation if appropriate)	
<b>Information about the production process</b>	
<b>Description of <u>natural</u> starting material(s)</b> (describe origin)	
<b>Manufacturing step 1</b>	
<b>Reaction type</b> (NATRUE Criteria Section 3.3)	
<b>Additional information on the process</b>	
<b>Used reagents and auxiliary substances (describe origin):</b> (Solvents, enzymes, microorganisms, antioxidants, adjusting-, bleaching-, extraction-, preservation-, stabilising agents and similar additives)	

Substance identification (**mandatory**)

Derived natural substances are listed in a positive list in ANNEX 3 by INCI (available [here](#))

**If** the substance is **not** listed it will represent a new inclusion(s) for evaluation by the NATRUE Scientific Committee via the process described [here](#).

Complete biodegradability is a criterion (Sections 1.2.5 and 2.3) for derived natural substances that are surfactants intended to be used for cleansing purposes

Supporting documentation to be provided may include a SDS (*cf.* reference: Section 12, Ecological data)

The manufacturing reaction type must be described.

**Please note:** A step-by-step outline description of the manufacturing process(es) is required for conformity assessment.

Please add as many steps as the manufacturing process involve.