

## **GUIDELINES ON EXCHANGE OF INFORMATION BETWEEN FRAGRANCE SUPPLIERS AND COSMETIC MANUFACTURERS**

COMPLIANCE WITH THE PRODUCT INFORMATION REQUIREMENTS OF ARTICLE 11  
OF THE EU COSMETICS REGULATION 1223/2009

### **COSMETICS EUROPE AND INTERNATIONAL FRAGRANCE ASSOCIATION (IFRA)**

**Revised Version 2014**

#### **I. INTRODUCTION AND SCOPE**

These guidelines are intended for the exchange of safety related product information between fragrance suppliers and manufacturers of cosmetic products needed to meet the Cosmetics Regulation requirements.

The guidelines consist of the following sections:

- I. Introduction
- II. An overview of the information on the fragrance compound that needs to be exchanged
- III. An explanation of the importance of a reasoned safety evaluation and the status of the safety evaluator
- IV. An explanation of the background and meaning of the IFRA Code of Practice and its safety standards for consumer exposure to certain fragrance ingredients.
- V. Further information that can be exchanged.
- VI. Appendix A, B, C: Examples of the product information for a fragrance compound.

The information as described in paragraph II needs to be available to the cosmetic company when a fragrance compound is selected for a cosmetic product.

The examples provided in the appendices A, B and C are not to be regarded as formal requirements regarding the format used for information exchange. Where the information in points 1 – 5 is identical, one joint format should be able to be used to communicate the information in one document, if so agreed by the fragrance supplier and its customer.

For the purpose of this document and especially with regard to labelling requirements of the EU Cosmetics Regulation, a fragrance compound is a mixture of fragrance ingredients and functional components with olfactory, odour-enhancing, odour-protecting or blending properties, formulated and intentionally added to a cosmetic product to impart a scent or cover a malodour.

#### **II. THE INFORMATION**

**Confidentiality:** The information provided by the fragrance supplier must be handled by the cosmetic company in a way, which respects the intellectual property of the supplier. For example, unless otherwise agreed,

commercially sensitive data (e.g. quantitative formulation data) should only be available to regulatory and safety personnel for the purposes of determining the correct labelling of the final product and for meeting the requirements of the Cosmetics Regulation or for other safety or regulatory purposes.

Confidentiality of the fragrance formula is implicit. The Cosmetics Regulation acknowledges the confidentiality of the fragrance formula and, therefore, a full disclosure of the fragrance ingredients is not legally required. However, the fragrance compound must still be considered in the safety assessment of the finished cosmetic product.

As a minimum, the fragrance supplier must provide the following information:

- The identity of the customer
- The product type
- The identity of the fragrance supplier
- The identity of the fragrance compound with its name (if any) and code number
- A reasoned evaluation of the safety of the fragrance compound for its intended use including the product type (as defined in the IFRA-RIFM QRA Informational Booklet), use pattern and use concentration for which the fragrance compound has been assessed. Broad and multiple product uses can be considered in one declaration, as long as the assessor is satisfied that the fragrance compound is suitable for all products, which may come under those product types, up to a maximum level considered.
- A certificate of compliance with IFRA Standards currently in place, given the commitment of Cosmetics Europe members to adhere to these Standards. In case of an update of IFRA Standards, information about a changed status of the fragrance compound (e.g. no longer compliant) needs to be issued within the time frame as stipulated by IFRA and forwarded to the cosmetic manufacturer.
- A statement of compliance of the fragrance ingredients used in the compound with relevant EU cosmetics and chemical legislations as well as Recommendations of the industry when applicable.
- A Safety Data Sheet in compliance with current relevant EU regulation
- Reliable information on the presence and concentration of substances, regulated in the Annexes of the Cosmetics Regulation
- Where appropriate, additional information (please refer to section V, Further Information)
- The date
- The name, qualification and signature of the safety evaluator

All information can be supplied either via separate documents or via aggregated documents.

### **III. THE SAFETY EVALUATION AND THE ROLE OF THE SAFETY EVALUATOR**

In addition to the certificate of compliance with current IFRA Standards, and based on Commission Decision on Annex I of the Cosmetics Regulation (2013/674/EU), a reasoned evaluation of the safety of the fragrance compound for its intended use shall be carried out by the fragrance supplier.

In this process, the cosmetic manufacturer shall communicate to the fragrance supplier adequate information on product category and use pattern for which the fragrance compound is intended.

Ideally, the development of the fragrance compound should take into account these elements from the start by a close collaboration between the safety evaluator and the perfumer.

Specific attention should be paid to the unintentional presence of prohibited substances considered as technically unavoidable under GMP practices.

Additional information on the nature of potential health hazard(s) of the undiluted fragrance compound, according to the rules of the Dangerous Preparations Directive (DPD) until fully replaced by the Classification, Labelling and Packaging Regulation (CLP) (June 1<sup>st</sup>, 2015) can be retrieved from the Safety Data Sheet (SDS) for the selected fragrance compound. The SDS will identify the ingredient(s) responsible for the hazard(s) and leading to the classification of the fragrance compound.

If new information comes to light, or if there are changes in IFRA Standards or in legislation, the impact on existing fragrances must be considered and, if necessary, new assessments must be issued.

The safety evaluator in charge of assessing the safety of the fragrance compound should be qualified similar to a safety assessor of a cosmetic product (see Article 10 §2), i.e. holding a diploma, or other evidence of formal qualifications awarded on completion of a university course of theoretical and practical study in pharmacy, toxicology, medicine or a similar discipline, or a course recognized as equivalent by a Member State.

The role and responsibility of the safety evaluator must be emphasised. It is the responsibility of the fragrance company to select a person with appropriate expertise.

As an alternative to the above reasoned evaluation of the fragrance compound, the fragrance supplier and the cosmetic manufacturer may agree that the cosmetic manufacturer will carry out the safety evaluation at the level of the safety assessment carried out on the finished cosmetic product. In this case and under appropriate terms of confidentiality, the fragrance supplier would provide a breakdown of the fragrance compound according to agreements between the supplier and manufacturer, together with any necessary information on components.

The safety evaluator is responsible for determining:

- whether the toxicological data on ingredients are relevant and sufficient;
- the safety of the fragrance compound considering the type of the product and its use conditions
- whether additional information supporting the safety (e.g. market experience) can be considered for a given ingredient or the finished fragrance compound;

The safety evaluator must:

- have recognized competence in analysis, evaluation and interpretation of toxicological data;
- have access both to the toxicological and analytical information relevant for the safety of the fragrance compound;
- consider the safety of the fragrance compound independently of commercial considerations.

The judgement of the safety evaluator relies on:

- the knowledge of the physico-chemical properties of the ingredients and QSAR studies available;
- the knowledge and experience of toxicological properties and safety-in-use of the ingredients;
- the history of safety-in-use of fragrance compounds containing the same or similar ingredients;
- the expert assessment of the appropriate data available on a new or novel ingredient
- if necessary, the results of additional data obtained either on one or more ingredients or on the finished fragrance compound itself.

#### **IV. THE IFRA STANDARDS FOR THE SAFE USE OF FRAGRANCES**

The IFRA Code of Practice prescribes Standards for the safe use of certain fragrance ingredients in consumer products and is based on an evaluation by an independent expert panel (REXPAN) of the safety data and profiles of these fragrance ingredients.

A certificate of compliance with current IFRA Standards is an integral part of the safety information to be supplied by the fragrance manufacturer. However, the certificate does not replace a reasoned evaluation of the safety of the fragrance compound for its intended use.

The suppliers may either declare the compliance of the fragrance compound with IFRA Standards in the product class provided by the cosmetic manufacturer (option 1, Appendix A) based on the intended use concentration of the compound in the finished product or disclose the maximum limit of the fragrance compound in the product class given by the cosmetic manufacturer or disclose the maximum limit in several product classes (up to the maximal number of classes identified by IFRA – option 2, Appendix A).

In case of an update of IFRA Standards, information about the status of the fragrance compound with regard to the new Standard(s) needs to be issued within two months after the amendment enters into force for new

creations (which generally is 4 months after the date of the letter of notification) and forwarded to the cosmetic manufacturer for inclusion in the product information.

Cosmetics Europe recognizes the IFRA/RIFM safety process, the resulting Standards and the IFRA Code of Practice as central elements in the safety assessment of a fragrance compound and strongly recommends its members to ensure compliance of all its compounds in use in marketed finished products with the IFRA Code of Practice.

## **V. FURTHER INFORMATION**

Further to the information on presence and levels of substances regulated in the Annexes to the Cosmetics Regulation, information on specific ingredients that are commonly subject to enquiries may be provided with the fragrance compound and/or the fragrance ingredient information at the request of the cosmetic manufacturer. This will facilitate the safety assessment of the cosmetic product and dealing with consumer concerns in the marketplace (e.g. in case of sensitisation).

There may be occasions where further information is required to aid investigation of consumer complaints or adverse effects in the marketplace. In such cases, the fragrance supplier will collaborate in any investigations and supply, in confidence, any information necessary. This information may be supplied as necessary to the regulatory authorities, medical personnel investigating the incident as well as to the toxicologist or equivalent safety person in the cosmetic company.

Nothing in these guidelines prevents more comprehensive exchange of information between the fragrance supplier and the customer, as part of their commercial agreement.

## Appendix A

### EXAMPLE OF A CONFORMITY CERTIFICATE WITH IFRA STANDARDS

1. **Identity of customer:** Cosmetics Europe Hair Company  
15 A Hermann-Debroux  
1160 Brussels  
Belgium
2. **Product type:** Shampoo
3. **Identity of fragrance supplier:** Company xyz  
49 Avenue de la Parfumerie  
06130 Grasse  
France
4. **Identity of fragrance compound:** Name (if any): Amber Flower  
Code Number: ABC 6789
5. **Assessment Concentration of the fragrance compound in cosmetic product:** 0.5%

#### 6. Conformity with current IFRA Standards

1<sup>st</sup> option:

When used in a shampoo at 0.5%, Fragrance compound ABC 6789 conforms to Amendment xx, the currently applicable Standards of the International Fragrance Association (IFRA).

This safety evaluation applies only to the use of fragrance ABC 6789 in the product stated. Use in other product types or at higher concentrations should be the subject of a separate safety evaluation by the supplier.

2<sup>nd</sup> option:

In order to be in compliance with the xx Amendment to the IFRA Standards, this fragrance compound should not be used at levels exceeding the following ones per category:

Class 1: x %

Class 2: x%

.....

Class 11B: x %

The presence and concentration in the fragrance compound of ingredients listed in the current IFRA Standards are as follows:

CAS	Substance	Concentration (mg/kg)
6728-263	trans-2-hexenal	200
8016-20-4	Grapefruit oil expressed	8500

**Evaluator**

**Name:**

**Qualification:**

**Signature:**

**Date:**

**Disclaimer:** This Certificate provides restrictions for use of the specified product based only on those materials restricted by IFRA Standards for the toxicity endpoint(s) described in each Standard. This Certificate does not provide certification of a comprehensive safety assessment of all product constituents.

## Appendix B

### EXAMPLE OF AN EXCHANGE OF REGULATORY INFORMATION FOR A FRAGRANCE COMPOUND (IN EUROPE)

1. **Identity of customer:** Cosmetics Europe Hair Company  
15 A Hermann-Debroux  
1160 Brussels  
Belgium
2. **Product category:** Shampoo
3. **Identity of fragrance supplier:** Company xyz  
49 Avenue de la Parfumerie  
06130 Grasse  
France
4. **Identity of fragrance compound:** Name (if any): Amber Flower  
Code Number: ABC 6789
5. **Assessment Concentration of the fragrance compound in cosmetic product:** 0.5%

### 6. Regulatory Information

The ingredients used in Fragrance compound ABC 6789 are in compliance with current European chemical control legislation.

Fragrance compound ABC6789 is formulated in accordance with the requirements of Annex II of Regulation 1223/2009/EC (Cosmetics Regulation) and with the general principle laid down in Article 15 of the Cosmetics Regulation for CMR substances.

The presence and concentration in the fragrance compound of ingredients listed in the Annexes III, IV, V, VI to the Cosmetics Regulation are as follows:

For practical reasons, substances considered as “allergens” within Annex III that have to be declared will be provided on a distinct list.

Annex III

The following substances considered as “allergens” in annex III are present:

CAS N°	Substance Name (e.g.: INCI)	Cosmetics Regulation Annex/N°	Concentration (mg/kg) in the compound
105-13-5	Anisyl Alcohol (4-Methoxybenzyl alcohol)	III / 80	2
78-70-6	Linalool	III/ 84	30.000

The following other substances regulated in the annexes of the Cosmetics Regulation are present:

CAS N°	Substance Name (e.g. : INCI)	Cosmetics Regulation Annex/N°	Concentration (mg/kg) in the compound
1506-02-1 21145-77-7	AHTN	III/182	200

## 7. Other information on specific ingredients <sup>1</sup>

The presence and concentration in the fragrance compound of the following specific ingredients are as follows

<b>CAS</b>	<b>Substance</b>	<b>Concentration (mg/kg)</b>
123-45-6	Material ABC	200

**Evaluator**

**Name:**

**Qualification:**

**Signature:**

**Date:**

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<sup>1</sup> To be decided by individual companies on a case-by-case basis.

## Appendix C

### EXAMPLE OF A SAFETY EVALUATION OF THE FRAGRANCE COMPOUND

1. **Identity of customer:** Cosmetics Europe Hair Company  
15 A Hermann-Debroux  
1160 Brussels  
Belgium
2. **Product category:** Shampoo
3. **Identity of fragrance supplier:** Company xyz  
49 Avenue de la Parfumerie  
06130 Grasse  
France
4. **Identity of fragrance compound:** Name (if any): Amber Flower  
Code Number: ABC 6789
5. **Assessment Concentration of the fragrance compound in cosmetic product:** 0.5%

#### 6. Reasoned Safety Evaluation of Fragrance Compound ABC 6789

Fragrance compound ABC 6789 has been evaluated for safety when used at 0.5% in shampoo.

Company xyz only uses ingredients for which a safety clearance procedure is carried out by appropriately qualified people. The safety clearance takes into account the following information:

1. Safety data generated by RIFM, the suppliers or in the open scientific literature. This data is evaluated in accordance with the principles laid down in the IFRA Code of Practice.
2. A history of safe-use of the ingredients at the levels proposed, taking into account in particular any reports of adverse effects reported by Dermatologists or other medical professionals.
3. Restrictions on the use of the ingredient published in the IFRA Standards.
4. In the absence of adequate data, structural relationships between the proposed ingredient and ingredients already cleared for inclusion in the product concerned or comparable product.
5. Impurities in the ingredients used, where necessary imposing purity specifications.

The creative perfumery procedures in company xyz ensure that the end use and concentration of the fragrance in the product are taken into account when deciding the concentration of each ingredient to be used. This ensures that any restrictions are not exceeded, and that there are appropriate margins of safety for each ingredient with regard to relevant toxicological endpoints.

I confirm that Fragrance compound ABC 6789 is composed only of ingredients approved by the safety clearance procedure, and that all ingredients are used within the restrictions relevant to the use of this fragrance in a shampoo at 0.5%.

#### Conclusion

The conclusion of the safety evaluation is that this fragrance compound satisfies, according to the current state of knowledge, the safety requirements for the intended application under normal and reasonably foreseeable conditions of use.



**Evaluator**

**Name:**

**Qualification:**

**Signature:**

**Date:**