

## Natural Products Association Standard and Certification for Natural Ingredients

# Application

Thank you for supporting the Natural Products Association Standard and Certification for Natural Ingredients. Please read and complete each section listed below fully in clear, legible handwriting or type.

**Please initial each page and mail, email or fax your completed application to:**

Mail: NPA Natural Seal Program  
440 1st ST NW STE. 520  
Washington, D.C. 20001

Email: [natural@npanational.org](mailto:natural@npanational.org) Fax: (202) 223-0250

Receipt of your application will be acknowledged within two weeks.

Information on program requirements, including the association's Natural Standard, illustrative lists of allowed and prohibited ingredients, details of allowed processes and other information can be found at [www.NPAnational.org](http://www.NPAnational.org). The NPA Natural Ingredient Certification program requires 100% natural ingredients for certification, there are no allowed synthetics permitted for certified ingredients. Complete transparency by the applicant is necessary; NPA staff and auditors must see information that confirms natural sourcing of each raw material, manufacturing conditions, and total composition of the final ingredient. An application is not considered complete until all the requested documentation has been provided to NPA staff. For further assistance, please contact Natural Products Association staff at **(202) 223-0101**.

### Application Checklist

Be sure to complete all four sections of this application.

**Section I: Applicant Information** All applicant information is complete and it is noted where correspondence should be sent

**Section II: Payment** Payment must be included with this application.

**Section III: Ingredient Information**\*

Please submit the following:

- 1) Ingredient Matrix
- 2) Raw Material Documentation
- 3) Manufacturing Instructions
- 4) Supporting Documentation – as requested by NPA staff

**Section IV: Site Quality Overview Datasheet**

**Section V: Natural Ingredient Certification Program Agreement**

---

\* Auditors may request additional documentation including, but not limited to, Master Manufacturing Records, Master Batch Records, and Standard Operating procedures.

**Section I**

# Applicant Information

PLEASE PRINT

Business Name NPA Member Number (if applicable)

Name (last) (first) (title)

Address

City State Zip/Postal Code Country

Telephone (include area/country code) E-mail

Fax (include area/country code) Dedicated number Web site

How did you hear about the Natural Certification program?

**INGREDIENTS TO BE CERTIFIED**

Please list all ingredients you wish to submit and for which Certification (Personal Care and/or Home Care). If you need more room, you may attach a spreadsheet.

Trade Name of Ingredient  Personal Care  Home Care

Trade Name of Ingredient  Personal Care  Home Care

Trade Name of Ingredient  Personal Care  Home Care

Trade Name of Ingredient  Personal Care  Home Care

Trade Name of Ingredient  Personal Care  Home Care



**Section II**

# Payment

## Pricing for Ingredient Certification (per ingredient)

<b>Ingredients submitted for Personal Care OR Home Care:</b>	
Association Members: \$ 500	<b>Non-Members: \$2000</b>
<b>Ingredients submitted for Personal Care AND Home Care:</b>	
Association Members: \$ 650	<b>Non-Members: \$2600</b>
<b>USDA Certified Organic Ingredient:</b>	
Association Members: \$ 600	<b>Non Members: \$1500</b>

**PAYMENT METHOD:** Please complete this application the following appropriate fees and return with appropriate payment to:

**NATURAL PRODUCTS ASSOCIATION**  
440 1<sup>st</sup> ST NW STE 520  
Washington, DC 20001  
Phone: (202) 223-0101  
natural@npanational.org  
www.NPAnational.org

**If paying by credit card, fax this form to (202) 223-0250.**

Date \_\_\_\_\_ # Ingredients \_\_\_\_\_ X \$500 (members) \$2000 (non-members) = \$ \_\_\_\_\_

# Ingredients submitted to both programs \_\_\_\_\_ X \$650 (members) \$2600 (non-members)= \$ \_\_\_\_\_

USDA Certified Ingredient: # Ingredients \_\_\_\_\_ X \$600 (members) \$1500 (non-members) = \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

**Check** (make payable to Natural Products Association)  
**AmEx MasterCard Visa**

Business Name \_\_\_\_\_ NPA Member Number (if applicable) \_\_\_\_\_

Card Number \_\_\_\_\_ CID#\* \_\_\_\_\_ Exp. \_\_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder billing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Email for receipt to be sent to \_\_\_\_\_

\*You must provide your Credit Card Identification Number (CID) that is located on the back of your Visa or Master Card (3 DIGIT) and on the front if you have AMEX (4 DIGIT).

**Section III**

# Ingredient Submission Checklist

Date \_\_\_\_\_

Company Name: \_\_\_\_\_ NPA Member # (if applicable) \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Ingredients submitted: \_\_\_\_\_

For each ingredient submitted, you will be asked to provide the following documents and information

Attached:

- Manufacturing instructions
- Ingredient Matrix:** (must include raw material breakdown for all raw materials)
  - INCI/CTFA ingredient listing
  - Raw material identification, breakdown, and sourcing information
- Composition documentation (e.g. MSDS (EU), product data sheet, etc.)
- Current Certificate of Analysis
- Raw Material documentation from supplier showing total composition, source, etc.
- Contact information for raw material supplier
- Other information requested by the auditor\*

---

\* Auditors may request additional documentation including, but not limited to, Master Manufacturing Records, Master Batch Records, and Standard Operating procedures.

Section III

# Ingredient Matrix

Matrix and supporting documentation must include all raw material inputs and indicate 100% composition of all raw materials

[Click here to download the Ingredient Matrix Template.](#)

NPA Natural Certification Program										
Ingredient Matrix										
Personal Care	Home Care	Trade Name	INCI Name	List of all raw materials	CAS # for each raw material	Supplier of each raw material	Chemical Description (of raw materials)	% of raw material in ingredient	Raw material basis (Source of each raw material)	Processes (describe manufacturing process and identify catalysts, reagents, etc. as applicable)
X	X	Bitter Orange Flower Water 120	citrus aurantium amara flower water	Bitter orange flower water	68916-04-1		Citrus aurantium amara flower extract	20	plant	Steam distillation of flowers
				water	7732-18-5			80		
X		beeswax 200	beeswax	beeswax	8006-40-4		white beeswax	100	animal	filtering

Section IV

# Site Quality Overview Datasheet

Click here to [download the Site Quality Overview Datasheet template](#).

Section 1. SITE OVERVIEW			
NAME AND ADDRESS OF SITE RESPONSIBLE:			
CORPORATE OWNERSHIP (IF DIFFERENT FROM SITE ABOVE):			
SITE DETAILS			
SIZE:		HISTORY:	
GENERAL AND PRODUCT LIABILITY INSURANCE LEVELS:		UNION:	
SPECIFY TYPE(S) OF PRODUCTS/INGREDIENT(S) MANUFACTURED/PRODUCED/SUPPLIED BY THE SITE AND THEIR INTENDED APPLICATIONS:			
SITE ACTIVITIES CONDUCTED:			
ORGANIZATIONAL CHART:			
Section 2. EVIDENCE OF COMPLIANCE			
DESCRIPTION OF QUALITY SYSTEMS:			
OTHER CERTIFICATIONS OR EXTERNAL AUDIT PROGRAMS (COLIPA, ISO or GMP CERTIFICATION):			
DATE OF LAST FDA OR STATE AGENCY cGMP INSPECTION AND OUTCOME (PROVIDE COPY OF REPORT OF OBSERVATIONS FROM LAST FDA OR STATE INSPECTION):			
Section 3. ADDITIONAL INFORMATION			
HACCP (IF APPLICABLE):			
STATISTICAL PROCESS CONTROL/PROCESS ANALYTICAL CONTROL:			
CORPORATE BIOTERRORISM ACT COMPLIANCE:			
MEMBERSHIP IN INDUSTRY TRADE GROUPS:			
Section 4. REVISIONS			
REVISION DATE:		REVISION LEVEL:	
Section 5. CONTACT INFORMATION			
COMPANY NAME:			
CONTACT NAME:		TITLE:	

Section V

# Natural Ingredient Certification Program Agreement

This NATURAL INGREDIENT CERTIFICATION PROGRAM AGREEMENT (this "Agreement"), is dated as of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date"), by and between the Natural Products Association ("NPA"), and \_\_\_\_\_ ("Participant").

WHEREAS, NPA is an association consisting of members including certain manufacturers and distributors who sell, market, distribute or produce personal care or home care products ("Products");

WHEREAS, NPA maintains a Natural Standard Certification Program, which certifies products, and establishes standards for the quality of certain personal care and home care products;

WHEREAS, the Natural Standard Certification Program is administered by NPA's Natural Standard Advisory Committee (the "Committee");

WHEREAS, NPA has agreed to make certification services available in order to certify the Materials (defined below) for Participant's Products submitted to NPA for review and audit;

WHEREAS, Participant desires that NPA provide, and NPA desires to provide, access to the certification services under NPA's Certification Program (as defined below); and

WHEREAS, the services provided in connection with this Agreement are of mutual interest and benefit to both NPA and to the Participant.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **SCOPE OF WORK.** NPA, in accordance with the terms and conditions of this Agreement, agrees to use reasonable effort to cause the scope of work, outlined in this document ("Scope of Work"), to be performed in accordance with the terms and conditions set forth herein. A new Scope of Work shall be issued for new Materials submitted by Participant to NPA under this Agreement. Each such Scope of Work shall be subject to and deemed a part of this Agreement.

2. **CONSIDERATION.** Participant will pay NPA in accordance with the pricing set forth on the applicable Scope of Work. Participant will provide 100% of the total contract consideration upon execution of this Agreement and any subsequent Scope of Work in advance of any certification of Materials to be undertaken in connection herewith. Payment should be made to:

Natural Products Association  
440 1<sup>st</sup> ST NW  
Washington, DC 20001  
Phone: (202) 223-0101  
Fax: (202) 223-0250  
cyeo@npanational.org

All payments should reference the NPA Certification Program and include the Participant's name, and the Materials submitted. All payments shall be made in U.S. dollars. No binding agreement shall be created, and NPA shall have no duty to perform under this Agreement with regards to any particular Scope of Work until NPA has received: (i) a copy of this Agreement duly executed by the Participant, (ii) payment of the price set forth in the applicable Scope of

Work, and (iii) the Materials to be submitted to NPA pursuant to the terms of this Agreement.

3. **PRINCIPAL SERVICE PROVIDER.** The Committee shall be the principal service provider for the certification program (the "Certification Program"). If, for any reason, the Committee is unable to continue to serve as the principal service provider, and a successor acceptable to both NPA and to the Participant is not available, this Agreement shall be terminated at the election of NPA and NPA shall have no further obligation to Participant in connection with any services to be provided hereunder.

4. **MATERIALS.** Participant acknowledges that the certification of the procedures, quantitative formulas, protocols and additional related documents used in producing the Products (the "Materials") depends on the quality of the Materials delivered to, and reviewed by, NPA. Participant's personnel will be responsible for proper collection and delivery of Materials to NPA. Participant shall provide Materials to NPA in duplicate. Participant acknowledges that NPA will not review Materials that are illegible.

5. **OWNERSHIP AND USE OF CERTIFICATION RESULTS.** Participant acknowledges and agrees that NPA owns all right, title and interest in and to any certification results provided by NPA to Participant pursuant to the Certification Program (the "Certification Results"). NPA hereby grants to Participant, and Participant hereby accepts, a non-exclusive, revocable license to use the Certification Results solely for Participant's business purposes. Participant shall have no right to distribute, transfer, publish or otherwise disseminate the Certification Results, in each case, without the express written permission of NPA. Participant further acknowledges and agrees that NPA may use the Certification Results for any purpose.

6. **REPORTING.** Participant acknowledges and agrees that this Agreement may be provided by NPA to the Auditor (defined below) in connection with the performance of NPA's obligations hereunder, and that such disclosure shall not be a violation of NPA's confidentiality obligations under Section 10.

7. **AUDIT REPORT AND APPEALS.**

a. **Audit Report.** Pursuant to the Certification Program, a third party auditor (the "Auditor") will write a review report (the "Audit Report") utilizing NPA's audit report protocol as further described in the Third-Party Audit Review. Compliance and deficiencies of the Materials provided by the Participant will be evaluated based on the Natural Standard and the Certification Program requirements. The Audit Report will disclose deficiencies, if any, of the Materials and will note required corrective actions and timelines in which such deficiencies must be corrected. The Audit Report and level of compliance (recorded as "% Natural") to the Natural Standard will be forwarded to NPA. During the Audit Report process, the Auditor will review all necessary Materials.

b. **Audit Appeals.** Participant may appeal its audit rating, given by the Auditor, to the Committee. The Audit Report and level of compliance will be forwarded to the Participant and the Committee. The Committee will hear and decide on the appeal and such decision rendered by the Committee will be considered final.

8. **USE OF NPA SEAL.** NPA will make high-resolution copies of the seal available to the Participant if the Participant meets the Natural Standard. The seal will be used in accord with the terms of use as further described in the NPA Natural Standard Seal Terms of Use provided therewith. Participant will notify NPA in writing of the Products and the representative batch/lot or identifying code which are incorporating the seal within fifteen (15) business days of the Product and its representative batch/lot or identifying code being marketed.

9. **REPRESENTATIONS AND WARRANTIES.**

a. Participant represents, warrants and covenants to NPA that: (i) Participant has the full right and authority to enter into this Agreement; (ii) upon execution by Participant, and countersignature by NPA, this Agreement becomes a valid and binding agreement enforceable against Participant in accordance with its terms; (iii) the execution of this Agreement and the performance by Participant hereunder shall not violate, breach, be inconsistent with, or cause a default under any agreement between Participant and a third party; (iv) as of the Effective Date and to the knowledge of Participant, there are no existing or threatened actions, government investigations, notices, suits or claims pending against it with respect to its right to enter into and perform its obligations under this Agreement, (v) Participant is responsible for the actions of its affiliates in connection herewith and to their adherence to the terms

and conditions of this Agreement, (vi) Participant will comply with all requirements of the Certification Program; (vii) the information provided to NPA, as described in the confidentiality agreement between Participant and NPA, in connection with this Agreement, is true and correct, (viii) Participant will comply with all applicable international, federal, state and local laws and regulations regarding the use, handling and preparation of the Materials, and participation in the Certification Program, and (ix) Participant maintains a policy or program of insurance or self-insurance at levels sufficient to support its indemnification obligations under this Agreement.

b. NPA represents, warrants and covenants to Participant that: (i) upon execution by NPA, and countersignature by Participant, this Agreement becomes a valid and binding agreement enforceable against NPA in accordance with its terms; and (ii) NPA is responsible for the actions of its affiliates in connection herewith and to their adherence to the terms and conditions of this Agreement.

10. CONFIDENTIAL INFORMATION. "Confidential Information" means (i) the terms and conditions of this Agreement; (ii) any proprietary or confidential information or material, including all trade secrets in tangible form disclosed hereunder that is marked as "Confidential" at the time it is delivered to the receiving party, (iii) proprietary or confidential information or material, including all trade secrets, disclosed orally hereunder which is identified as confidential or proprietary when disclosed, and (iv) any information the receiving party gains access to; provided, however that the above information shall not be deemed Confidential Information to the extent the receiving party can establish by competent written proof that such information:

a. was already known to receiving party other than under an obligation of confidentiality owed to the disclosing party at the time of disclosure;

b. was generally available to the public or otherwise part of the public domain at the time of its disclosure hereunder to the receiving party;

c. becomes generally available to the public or otherwise part of the public domain after its disclosure and other than through any act or omission of the receiving party in breach of this Agreement;

d. is independently developed by the receiving party without reference to any Confidential Information disclosed by the disclosing party; or

e. is subsequently disclosed to the receiving party by a person other than the disclosing party without breach of any legal obligation to the disclosing party. Confidential Information, including the terms and conditions of this Agreement, shall not be disclosed to any third party without prior written consent of the disclosing party. Notwithstanding the foregoing sentence, NPA may disclose the terms and conditions of this Agreement to those persons (including the Committee and the Auditor) to which NPA deems such disclosure necessary in order to operate the Certification Program; provided, however, that NPA shall require that such persons agree not to disclose Confidential Information other than for the purposes hereof. This Section 10 shall survive termination of this Agreement.

11. EQUITABLE RELIEF. The parties acknowledges and agrees that due to the unique nature of Confidential Information, there can be no adequate remedy at law to compensate the disclosing party for the breach of any provision of Section 10; that any such breach shall allow third parties to compete unfairly with the disclosing party resulting in irreparable harm to the disclosing party that would be difficult to measure; and, therefore, that upon any such breach or threat thereof, the disclosing party, as applicable, shall be entitled to injunctive and other appropriate equitable relief (without the necessity of proving actual damages or of posting a bond), in addition to whatever remedies the disclosing party may have at law.

12. CERTIFICATION LIMITATIONS. Participant acknowledges, affirms and agrees that (i) the Certification Program is not designed to ensure the quality of Materials, or to ensure compliance with applicable international, federal/national, state or local laws and regulations, (ii) NPA shall not be required, nor shall Participant attempt to require NPA to offer evidence or testimony in any legal proceeding on Participant's behalf with respect to any Materials submitted for the Certification Program, and (iii) NPA, may, if there is a threat of imminent harm from the Materials as determined in NPA's sole discretion, contact regulatory authorities.

13. LIMITATION OF LIABILITY. PARTICIPANT AGREES TO HOLD HARMLESS AND INDEMNIFY NPA FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, INJURY, CLAIM, JUDGMENT, AND SETTLEMENT, INCLUDING ALL REASONABLE COSTS AND EXPENSES THAT NPA MAY SUFFER, WHETHER DIRECT OR INDIRECT, RELATING TO ANY PERSONAL INJURY, PROPERTY DAMAGE, INTELLECTUAL PROPERTY INFRINGEMENT OR ECONOMIC LOSS CLAIM BROUGHT BY A THIRD PARTY, RELATING IN ANY WAY TO THE MANUFACTURE, MARKETING, SALE OR USE OF MATERIALS OR PRODUCT. PARTICIPANT SHALL INDEMNIFY, DEFEND AND HOLD NPA HARMLESS FROM ANY LIABILITY RESULTING FROM OR RELATED TO THE USE BY THE PARTICIPANT OF THE CERTIFICATION RESULTS PROVIDED BY NPA TO PARTICIPANT UNDER THIS AGREEMENT. IN NO EVENT SHALL NPA BE LIABLE TO PARTICIPANT OR ANY PERSON FOR BREACH OF ANY OBLIGATIONS UNDER SECTION 10, LOSS OF PROFITS, LOSS OF USE, LOSS OF PRODUCTION, LOSS OF GOODWILL, OR INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND, NOR SHALL NPA BE LIABLE FOR ANY DAMAGES IN EXCESS OF THE AMOUNT EQUAL TO THE TOTAL PAYMENTS BY PARTICIPANT TO NPA DURING THE SIX MONTH PERIOD PRIOR TO THE POINT IN TIME ANY CLAIM AROSE. THIS SECTION 13 SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

14. WARRANTIES. NPA MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE ACCURACY OF THE CERTIFICATION RESULTS, ANY PRODUCT(S) BASED ON MATERIALS PROVIDED TO NPA OR EVALUATED UNDER THE CERTIFICATION PROGRAM, WHETHER CONCEIVED, DISCOVERED, OR DEVELOPED UNDER THIS AGREEMENT; OR THE OWNERSHIP, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OF THE CERTIFICATION RESULTS OR ANY MATERIALS OR PRODUCT. NPA SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, OR OTHER DAMAGES SUFFERED BY ANY PARTICIPANT OR THIRD PARTY RESULTING FROM THE USE OF THE CERTIFICATION RESULTS OR ANY MATERIALS OR PRODUCT. THIS SECTION 14 SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

15. NOTICES. Any notices required to be given or which shall be given under this Agreement shall be in writing delivered by first class mail addressed to the parties as follows:

NPA:

Daniel Fabricant, Ph.D.  
President and CEO  
Natural Products Association  
440 1<sup>st</sup> ST NW STE 520  
Washington DC 20001

Participant:

[Contact Person]  
[Title]  
[Name of Participant]  
[Address]

16. FORCE MAJEURE. NPA shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused due to circumstances reasonably beyond NPA's control, such as labor disturbances or labor disputes of any kind, accidents, failure of any governmental approval required for full performance, civil disorders or commotions, acts of aggression or terrorism, acts of God, energy or other conservation measures, explosions, failure of utilities, mechanical breakdowns, material shortages, disease, or other such occurrences.

17. RELEASE. Under no circumstances, or any theory of liability, shall NPA be liable to Participant for any acts, errors, or omissions of any third party in the performance of its duties as successor service provider. Participant hereby irrevocably waives any and all claims against NPA arising out of or related to the acts, errors or omissions of any successor service provider, under this Agreement.

18. ASSIGNMENTS. This Agreement shall not be assignable by either party without the prior written consent of the other party. Any attempt to assign this Agreement without such prior written consent shall render the attempted assignment null and void. Notwithstanding anything in this Section 18 to the contrary, each party may freely assign

---

and/or transfer this Agreement in connection with merger, reorganization, or a sale or transfer by operation of law of its business or substantially all of the assets of its business.

19. **GOVERNING LAW.** This Agreement is to be construed in accordance with and governed by the internal laws of the State of Delaware without giving effect to any choice of law rule that would cause the application of the laws of any jurisdiction other than the internal laws of the State of Illinois to the rights and duties of the parties. Any legal suit, action or proceeding arising out of or relating to this Agreement shall be commenced in a state or federal court in Delaware, and each party hereto irrevocably submits to the exclusive jurisdiction and venue of any such court in any such suit, action or proceeding.

20. **INDEPENDENT CONTRACTOR.** NPA and the Participant are independent contractors and neither is an agent, joint venturer, or partner of the other.

21. **ENTIRE AGREEMENT.** This Agreement embodies the entire and only understanding between NPA and the Participant for this project, and any prior or contemporaneous representations, either oral or written are hereby superseded. No amendments or changes to this Agreement, including without limitation, changes in the statement of work, total estimated cost, and period of performance, shall be effective unless made in writing and signed by authorized representative of the parties. Any inconsistency in this Agreement shall be resolved by giving precedence in the following order: (a) the Agreement; and (b) the applicable Scope of Work.

[signature page follows]

thenaturalseal



---

[PARTICIPANT]

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
\_\_\_\_\_  
Print Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

NATURAL PRODUCTS ASSOCIATION

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
\_\_\_\_\_  
Print Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_