**Single Ingredient Product Specification form (Food & Drink)** Use this form to submit single ingredient products, or already certified retail packed products that you just handle, store or wholesale (with no processing, packing, or labelling). You can list multiple products in the table on page 2 of this form. Submit the form along with the information outlined below to food.drink@soilassociation.org. For guidance, please read our [FAQs document](https://www.soilassociation.org/certification/food-drink/certification-resources/products/).

|  |  |
| --- | --- |
| **Company Name:** *Insert your company name* | **Licence Number:** *Insert your licence number* |
| **Your Name:** *Insert your name* | **Date:***Click or tap to enter a date.* |

1. **Which licence type is this for?** *Choose an item.**If you selected a Soil Association licence type, and you introduce any primary (retail), secondary (grouping, display), or tertiary (transport) packaging to the supply chain, please complete the packaging questions on the last page of this form.*
2. **Is this product retail packed for sale to the end consumer, non-retail packed/bulk, or both?** *Choose an item.*

*If the product is retail packed and you are responsible for applying/designing the label, please provide draft copies of the label for review.*

1. **Please confirm which of the following you are responsible for in relation to the product/s** *(Tick all that apply)*

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| **Manufacturing** [ ]  **​** | **Labelling** [ ]  | **Packing** [ ]   | **Brand holder** [ ] **​** | **Sub-contractor** [ ]  | **Importing** [ ]  |

1. **If you sub-contract another company to complete any of the processes above, please detail their company name, certification body and the process they are responsible for:***Insert company name, certification body, and the processes they are responsible for*
2. **If you act as a sub-contractor, please detail the company name and certification body of the company for which you are acting as a sub-contractor:***Insert company name and certification body*

**Product Submission Checklist:**

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| **I have completed all relevant sections of this form** [ ]  |
| **I can confirm I have verified the certification documents of my suppliers/subcontractors, and they cover the ingredients/products/product categories/activities in question and are valid at the point of purchase** [ ]  **Please note we require you to submit your suppliers’ organic certificate for any ingredients for which the SA have additional sourcing requirements. Please check the** [**Sourcing organic ingredients annex**](https://www.soilassociation.org/media/18612/annex-sourcing-organic-ingredients.pdf) **of our standards for more information on these ingredients.** **Guidance on supplier certificates can be found** [**on our supplier page.**](https://www.soilassociation.org/certification/food-drink/certification-resources/suppliers/)***The system you have to verify your suppliers and record these checks must be evidenced at inspection.*** |
| **I have provided a draft label where the product is retail packed and I am responsible for the applying/designing of the labels YES** [ ]  **N/A** [ ] **Guidance on labelling requirements can be found** [**on our labelling page.**](https://www.soilassociation.org/certification/food-drink/certification-resources/labelling/) |
| **I have completed the packaging questions below as this product is to be certified to Soil Association higher standards YES** [ ]  **N/A** [ ]  |
| **I have provided packaging material specifications as I am using new packaging that has not already been approved and I have introduced (primary, secondary, or tertiary) packaging to the supply chain YES** [ ]  **N/A** [ ]  |
| **I can confirm this product has been processed in GB according to the terms of the Trade Cooperative Agreement and is therefore suitable for export to EU/NI/EEA YES** [ ]  **NO** [ ] **Guidance on the scope of the TCA can be found** [**on our exporting page.**](https://www.soilassociation.org/certification/routes-to-market/exporting/) |

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| **Product name as listed on supplier certificate** | **Product name as you would like it listed on your trading schedule**(if different from first column) | **Organic status** | **Supplier** (if you buy from a trader/wholesaler include their company name)  | **Organic certifier** (as on your supplier’s certificate) | **Country of origin** (**only** for livestock & aquaculture products for SA standards) | **Supplier certificate check** (in date and lists the product/category in question) |
| *e.g 85% Chocolate Bar* | *Peruvian Dark Chocolate* | *Organic* | *‘Cocao Organics’* | *Control Union* |       |[x]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]
|       |       | Choose an item. |       |       |       |[ ]

**If you are responsible for adding any processing aids to the product after purchase, please detail them below. Please note, you do not have to detail processing aids already used in the manufacturing process by your supplier.** Permitted processing aids are listed in [SA/GB standard 6.5](https://www.soilassociation.org/media/25988/sa-gb-food-drink.pdf#page=73) and [SA NI Standard 6.5.](https://www.soilassociation.org/media/25996/sa-ni-food-drink.pdf#page=85)

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| **Processing aid** | **Function** | **Supplier** | **For non-organic processing aids we may require a** [**Non GM declaration**](https://www.soilassociation.org/certification/food-drink/licensee-resources) **completed by the supplier of the processing aid.** |
|       |       |       |
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| **Packaging Questions***Only complete this section if your product is certified to* ***Soil Association higher standards*** *and you introduce any primary (retail), secondary (grouping, display) and tertiary (transport) packaging to the supply chain. Please find packaging standards in* [SA Standard 5.16](https://www.soilassociation.org/media/25988/sa-gb-food-drink.pdf#page=53) *or* [NI Standard 15.6.](https://www.soilassociation.org/media/25996/sa-ni-food-drink.pdf#page=60) | **Yes** | **No** |
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| **a) Do you use any bleached paper/cardboard/corrugate material containing chlorine?***It must be ‘totally chlorine-free’ (TCF) or ‘elemental chlorine-free’ (ECF)* | [ ]  | [ ]  |
| **b)** **Do you use any recycled paper containing chlorine?** *It must be ‘process chlorine-free’ (PCF)*  | [ ]  | [ ]  |
| **c) Do you use any paper, card and pulp packaging materials from forest ecosystems which do not have FSC or PEFC certification? \*** | [ ]  | [ ]  |
| **d) Do you use any plastic materials, coatings, dyes or inks containing phthalates that do not come into direct contact with food? \*** | [ ]  | [ ]  |
| **e) Do** **you use any plastic materials, coatings, dyes or inks that contain phthalates that come in direct contact with foods?** | [ ]  | [ ]  |
| **f) Does any packaging contain polyvinyl chloride (PVC)?** | [ ]  | [ ]  |
| **g) Does any packaging contain any other chlorinated plastics? \*** | [ ]  | [ ]  |
| **h)**  **Is any packaging made from GMOs, ingredients derived from GMOs or enzymes made by GMOs? \*\*** | [ ]  | [ ]  |
| **i)** **Does any primary packaging contain intentionally used BPA?** | [ ]  | [ ]  |
| **j) Does any packaging contain oxo-degradable plastics? \*** | [ ]  | [ ]  |
| **k) Does any primary packaging contain polystyrene? \*** | [ ]  | [ ]  |
| **l) Does any packaging contain per- and polyfluoroalkyl (PFAS) chemical substances? \****See* [SA Standards 5.16.10](https://www.soilassociation.org/media/25988/sa-gb-food-drink.pdf#page=60) *for a list of risk materials* | [ ]  | [ ]  |
| **m) Is this a new packaging material which has not been previously approved by the Soil Association?***If you answered yes to the above and are using new packaging, we will also require a packaging specification to be submitted.* |[ ] [ ]
| *\* These questions relate to new packaging standards published in March 2024. See*  [SA Standard 5.16](https://www.soilassociation.org/media/25988/sa-gb-food-drink.pdf#page=53) *for further information.**\*\* For biodegradable & compostable packaging there are many products made from source crops which are potentially GM, such as maize.*  *See list of exempt materials and applications in* [SA Standards 5.16.6.](https://www.soilassociation.org/media/25988/sa-gb-food-drink.pdf#page=57)  *Adequate demonstration of non-GM packaging materials includes:**• Raw materials made from organic crops**• Non-GMO Project certification**• IP or PCR testing results for the raw materials* |