

California Safe Cosmetics Program

For Cosmetics Companies - How to Submit a Product to the Database

1. Go to <https://cscpsubmit.cdph.ca.gov> and log in to your account. You will automatically be taken to the "My Products" section of the website. If you navigate away from this page, you can return by selecting the "My Products" tab in the column on the left.
2. Click the green "Report a New Product" button on the right. This will take you to the "Product Info" page, the first page of a five page form.
3. Select your company from the drop down menu. If your company is not in the list, follow [these instructions](#) to add your company. Once you have completed all prompts on the page, click the "Continue" button to proceed to the "Categories" page. **Please note:** (1) The Universal Product Code (UPC) is the 12-digit barcode number. Do not enter zeros in this field. (2) Enter the specific product page for the "Product Website URL" field. For example: www.company.com/cosmeticname. (3) The "Product Marketing Photo" can be any clear photo of the product with its label.

Special instructions for product variations, kits, and collections:

- Each color, scent, flavor, or SPF variation should be reported as a separate product entry.
- A kit or collection that is sold as one product should be reported as one product entry with the kit or collection name as the "Product Name." Report the highest ingredient concentration in the kit or collection if the reportable ingredient is present in more than one component of the kit or collection.
- If a product within a kit or collection is also sold separately, then it should also be reported separately as a single product entry.



Visit www.cdph.ca.gov/Cosmetics or email SafeCosmetics@cdph.ca.gov for more information.

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4. Respond to all prompts on the "Categories" page and click the "Continue" button to proceed to the "Manufacturers" page.
5. Respond to all prompts on the "Manufacturers" page and click the "Continue" button to proceed to the "Ingredients" page.
6. Click on the blue "Add Ingredient" button to add an ingredient and its function and concentration in the product. If you choose to indicate that the ingredient or its concentration is a trade secret, you will be instructed to submit justification via mail within 30 days. Once you finish adding ingredients, click the "Continue" button to proceed to the "Submit" page to review the product information.
7. If the information is correct, check the box at the bottom of the page to confirm that the information you provided is complete and accurate. Then select the green "Submit Product" button. The next page will tell you that your product has been successfully submitted and will show up in the search within 24 hours. At this point you will also see the option to duplicate the information you just entered, so you will not have to reenter all the information if you have other product variations that must be reported.



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