Floratech®
NEW FORMULA DEVELOPMENT REQUEST

PHASE I

Requestor: _____ Requested Date: _____

Proposed Formula Name: _____

Floratech Raw Material(s): _____

DESCRIPTION OF FORMULA:

1. Purpose of this formula? _____

2. What is to be gained from producing this formula? _____

3. What functions should be attributable to the Floratech raw material(s)? _____

4. Will this function be consumer perceptible? Yes ☐ No ☐

5. Is this formula an internal request or from an outside source? In ☐ Out ☐
   a) If outside, list company and contact name. _____
   b) Will the formula be an exclusive for the customer? Yes ☐ No ☐

6. Is sample packaging available, or is new packaging required? Available ☐ New ☐

7. Is available packaging compatible with the formula? Yes ☐ No ☐
   If not, explain incompatibility. _____

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Proposed Formula Name: _____

PHASE I *(cont'd)*

8. Will the formula become a new demo product? Yes ☐ No ☐

9. Will the formula become a new demo product with and without? Yes ☐ No ☐

10. Will the formula replace any existing Floratech formulas? Yes ☐ No ☐

    a) If yes, list formula(s) being replaced

_____

_____

_____

_____

_____

11. Comments about formula (i.e., order of addition, incompatabilities, forbidden substitution) Note: Lab book reference

_____

_____

_____

12. Formula cost per kg. (based on best pricing of raw materials). $_____

ROUTING FOR DEVELOPMENT REQUEST APPROVAL OR PROJECT HOLD:

PLEASE INDICATE WITH A [✔ CHECK MARK] "FORMULA GO" OR "FORMULA NO GO"

Location	Issued To	Phase I Formula Go	Formula No Go	Date
Technical Director				
Vice President Sales				
Applications Chemist				

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Proposed Formula Name: _____

PHASE II

NEW FLORATECH FORMULA STABILITY TESTING

Stability Testing

1. UV exposure testing.
   a. see APP 08 Formula Stability Record

	COMMENTS	CIRCLE RESULTS	
1 week:	_____	Pass	Fail
2 weeks:	_____	Pass	Fail
4 weeks:	_____	Pass	Fail
8 weeks:	_____	Pass	Fail

2. Dark, room temperature testing.
   a. see APP 08 Formula Stability Record

	COMMENTS	CIRCLE RESULTS	
1 week:	_____	Pass	Fail
2 weeks:	_____	Pass	Fail
4 weeks:	_____	Pass	Fail
8 weeks:	_____	Pass	Fail

3. 45°C oven.
   a. see APP 08 Formula Stability Record

	COMMENTS	CIRCLE RESULTS	
1 week:	_____	Pass	Fail
2 weeks:	_____	Pass	Fail
4 weeks:	_____	Pass	Fail
8 weeks:	_____	Pass	Fail

4. Temperature Cycle _____ Pass Fail
   (refer to APP 07 for instructions)
5. Microbial Susceptibility required? ***(Demos Only)*** Yes ☐ No ☐ Pass Fail
6. Preliminary Panel Test Required? Yes ☐ No ☐ Please attach the results

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Proposed Formula Name: _____

PHASE II *(cont'd)*

Enhanced Formula:

Are refinements or modifications to the original formula required?
(If yes, state refinements or modifications):

_____

_____

_____

Applications Chemist has produced modified formula:

RETURN TO BEGINNING OF PHASE II AND RECORD RESULTS FOR MODIFIED FORMULA

Applications Chemist: _____ Date _____

ROUTING FOR DEVELOPMENT REQUEST APPROVAL OR PROJECT HOLD:

PLEASE INDICATE WITH A [✔ CHECK MARK] "FORMULA GO" OR "FORMULA NO GO"

Location	Issued To	Phase II Formula Go	Formula No Go	Date
Technical Director				
Vice President Sales				
Applications Chemist				

Routing Comments Acknowledged: _____ Date _____

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Proposed Formula Name: _____

PHASE III

NEW FLORATECH FORMULA APPROVAL

Demo Product:

1. **Formula Name:** _____

   Approved By: _____ Date: _____

2. **Formula Number**: _____

   Approved By: _____ Date: _____

3. **Category:** _____

   Approved By: _____ Date: _____

4. Formula added to "cost per blend" database (m:\cosmetic\raw-mate\costperblend)

   By: _____ Date: _____

5. Will formula be added to the future CD based Floratech formulary? Yes ☐ No ☐

6. CD addition? Yes ☐ No ☐

   Approved By: _____ Date: _____

7. Will formula be added to the website? Yes ☐ No ☐

   Approved By: _____ Date: _____

After formula completion, return this form to Application Chemist and one copy to the Document Control Clerk or Quality Records Files.

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