

**I. General information**

- a. All documents need to be handed in **PDF format**.
- b. If you submit more than one product for evaluation, please send a separate email including all relevant documents for each product, or name the files distinctively.
- c. **Documents to submit:**
  - Application form (filled and signed). Please choose the correct form for your product(s).
  - Product label.
  - Product specification.
  - Flow chart, describing the production process. Please indicate all substances that have been added during processing.
  - Material Safety Data Sheet (MSDS).
  - Explanatory documents for single components (complex components, formulated products) if relevant.
  - Non-GMO declarations, if applicable (see evaluation criteria document).
  - Analysis documents, if available.
- d. All information needs to be provided structured manner and in **English**.
- e. Within the application form, all **components** need to be **clearly denominated**. Please also indicate the chemical nomenclature, if relevant.
- f. Please indicate the **exact quantity** used, for each single component. The **sum of all components** needs to be **100%**.
- g. Within the field "processing, comments", please indicate information on **how the component is won/processed** and the **purpose it fulfils** within the product submitted.

## 2. How to indicate the components

### 2.1. Example for stone meal

	Name of component	Quantity (%)	processing, comments
1	Calcium carbonate	100%	
2			

This entry **does not** allow us to **determine** whether the substance is of **natural origin** or not.

	Name of component	Quantity (%)	processing, comments
1	Limestone	100%	
2			

This entry **clarifies** that the substance is of **natural origin** ✓

### 2.2. Example for plant extracts

	Name of component	Quantity (%)	processing, comments
1	Plant extract	30%	
2			

This entry is **not** **precise enough**.

	Name of component	Quantity (%)	processing, comments
1	Aqueous extract of lavender	15%	
2	Aqueous extract of grapewine	15%	

These entries are **precise enough**. ✓

- For extracts and other processed components, please specify **how the extraction** or other **processes** have been effected. You can also do that in a separate formless sheet.

### 2.3 Example for products containing microorganisms

	Name of component	Quantity (%)	processing, comments
1	Mix of beneficial Bacteria	5%	
2			

This entry is **not** **precise enough**. Please indicate **all species and strains**.

	Name of component	Quantity (%)	processing, comments
1	Azotobacter vinelandi strain XYZ	2,7%	
2	Bacillus subtilis strain XYZ	2,3%	

These entries are **precise enough**. ✓

- Please provide a **non-GMO declaration** for all MOO and indicate whether **remains of the growing media** are found in the **final product**.

## 2.4 Example for products containing fermented products, such as vinasse

	Name of component	Quantity (%)	processing, comments
1	Vinasse	50%	
2			

This entry is **not** precise enough.

- Please indicate whether it is **potassium** or **ammonium** vinasse and what raw material it derives from.
- If the vinasse **derives from sugar beets**, please hand in a **non-GMO declaration**.

	Name of component	Quantity (%)	processing, comments
1	Potassium vinasse	50%	Won from non-GMO
2			sugar beets, see certificate

This entries is **precise** enough. ✓

## 2.5 Where to enter analytical results

- Analytical results (as nutrient contents, indications on dry matter, organic matter etc.) shall be provided **in section 5.) Characteristics of the products** and **not in section 4.) Ingredients of the product**

### 4. Ingredients of the product

*(List all ingredients of the product, including also co-formulants. Add rows as needed. For complex processing steps, use a separate sheet. If a material has previously been used (e.g. in filtering beds), this must be mentioned under comments.)*

	Name of component	Quantity (%)	processing, comments
1	<del>Potassium</del>	<del>400 mg/l</del>	
2	<del>Nitrogen</del>	<del>5%</del>	
3	<del>Total chromium</del>	<del>&lt;0.01 mg/l</del>	
4			

These information **needs to be entered in section 5 )**  
**Characteristics of the products.**

### 5. Characteristics of the product

*(complete as relevant)*

Is the product solid or liquid?	<input type="checkbox"/> solid <input type="checkbox"/> liquid
Dry matter (%)	
Organic matter (%)	
Nitrogen (N) (%)	5% ✓
Phosphorus (P2O5) (%)	
Potassium (K2O) (%)	

This is the **right** section for entering analytical results.  
Please just indicate them in %.