

## ACCESS BUSINESS GROUP RAW MATERIAL QUESTIONNAIRE

### SUPPLIER DETAILS

SUPPLIER / MANUFACTURER:	
<b>Product Code/Name:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>City, State, ZIP Code:</b>	
<b>Country:</b>	
<b>Contact Name:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Type of supplier:</b> (Broker, Grower, Manufacturer, Other):	
<b>Name of Manufacturer:</b>	
<b>Country of Manufacture:</b>	
<b>Can this material be ordered directly from the manufacturer (if different)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### RAW MATERIAL STATUS

REGULATORY STATUS:	
Has this product or raw material been sold on the USA retail market prior to 1994?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Regulatory status (GRAS, etc):	_____
Pharmacopoeial reference (USP, Commission E, etc.):	_____
Total Lead ppm (Required for CA Prop 65 Compliance):	_____
Conforms to established European purity criteria for this material :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved in the following markets:	_____

KOSHER / HALAL STATUS (provide copy of certificate)	
Kosher Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ / ____ / ____
	CERTIFIED BY
	EXPIRATION DATE
Halal Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ / ____ / ____
	CERTIFIED BY
	EXPIRATION DATE

## BREAKDOWN & SOURCE OF RAW MATERIAL

INGREDIENT / SUB-INGREDIENT  (name as it should appear on product labeling)	Percent (%)  (Range is acceptable)	Function  (e.g., Nutrient source, binder, carrier, solvent, sweetener, etc.)	European E-number  (Conforms to European purity criteria)	(√) source				Please List Source.  If plant or animal source, also fill out sections below
				Natural	Synthetic	Animal	Other? (bio- fermentatio	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**TOTAL = 100%**

PLANT SOURCE				
Genus & Species (variety / cultivar if available)	Plant Part Used	*Source of reference standard use to identify species	Country Of Origin (Crop)	Endangered species (Y/N)

\* Source of reference standard examples: botanical voucher specimen, chemical reference standard, chain of custody, etc.:

ANIMAL SOURCE (example: fish, cattle, swine, birds, mollusks, etc.)	
Complete this section if Material or Sub-component <b>is derived</b> in whole or part from animal sources	
Animal Common Name:	_____
Genus and species:	_____
Country of Origin of Animal(s):	_____
Is this ingredient a milk derivative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>not a milk derivative</b> , please provide:	
1. Country of Animal Slaughtering:	_____
2. Animal Body Part(s) Utilized:	_____
3. Animal Sub-ingredient(s) :	_____
* If your product is bovine-derived (other than from milk) and sourced from a country other than the United States, please attach a <b>BSE certificate</b> from the <b>exporting country</b> and an <b>import certificate from the USDA</b> .	

## PROCESSING INFORMATION

### MANUFACTURING PROCESS:

Please provide a Manufacturing Process Flow Chart to satisfy foreign market registration requirements.

Brief Process description  
(ex. "single step alcohol extraction"): \_\_\_\_\_

Are solvents used in the manufacturing process?     Yes     No

Solvent(s) used & percentage (strengths)  
of each solvent: \_\_\_\_\_

Solvent residual level (ppm): \_\_\_\_\_

Is this a plant/botanical material?     Yes     No

**Plant Materials only:**

Native extraction ratio  
(Crude botanical: finished product, less excipients): \_\_\_\_\_

Final extraction ratio  
(Crude botanical: finished product): \_\_\_\_\_

## GMO STATUS OF RAW MATERIAL

Please **READ ALL 5 OPTIONS** below and fill out the **ONE** which most accurately describes the status of your raw material (including subcomponents/excipients).

### 1. IDENTITY PRESERVED ( IP );

**Must be able to confirm all the following and provide documentation:**

- DOES NOT** contain raw materials originating from a GM-crop or GM-microorganism, either main ingredient or any sub component/excipient (such as MALTODEXTRIN, ETHYL ALCOHOL etc.)
- DO HAVE** a QA system in place to verify the non-GM origin of all raw materials used in products not declared GMO and to ensure proper separation of GM derived raw material from non-GM derived raw material throughout your total production process.
- HAVE PROVIDED** with this questionnaire a detailed description of your internal quality system (including procedures for cleaning, segregation, seed origin etc. and copies of any certificates or validations mentioned in the quality system) and/or a copy of a 3<sup>rd</sup> Party Certification.

**3<sup>rd</sup> Party Certifying Body:** \_\_\_\_\_ **Expiration date:** \_\_\_\_\_

### 2. PCR NEGATIVE:

**Must be able to confirm all the following and provide documentation:**

- CONTAINS** raw materials originating from a crop or microorganism in which there exists GM versions (for instance: from corn, soy, potato, tomato, cotton, sugar beet, rapeseed, alfalfa, etc.), for either main ingredient or any sub component/excipient (such as MALTODEXTRIN, ETHYL ALCOHOL etc.) but unable to provide traceability to support not from a GM-crop or GM-microorganism.

**Which component(s)** in this material may be derived from GM? \_\_\_\_\_

**If known, what commercial GM crop was used ?** \_\_\_\_\_  
(example: Roundup Ready Corn GA21)

- DOES** test PCR Negative for presence of GM-protein/DNA.
- HAVE PROVIDED** with this questionnaire a Certificate of Analysis with PCR Negative test results.

### 3. GMO THRESHOLD:

**Must be able to confirm all the following and provide documentation:**

- CONTAINS** raw materials originating from a crop or microorganism in which there exists GM versions (for instance: from corn, soy, potato, tomato, cotton, sugar beet, rapeseed, alfalfa, etc.), for either main ingredient or any sub component/excipient (such as MALTODEXTRIN, ETHYL ALCOHOL etc.) but unable to provide traceability to support not from a GM-crop or GM-microorganism.

**Which component(s)** in this material is suspect as GM? \_\_\_\_\_

- DOES** contain less than 0.9% GM-protein/DNA
- HAVE PROVIDED** with this questionnaire a Certificate of Analysis with PCR test results.

## GMO STATUS OF RAW MATERIAL (continued)

### 4. CONSIDERED GMO:

**Must be able to confirm all the following:**

- CONTAINS** raw materials originating from a crop or microorganism in which there exists GM versions (for instance: from corn, soy, potato, tomato, cotton, sugar beet, rapeseed, alfalfa, etc.), for either main ingredient or any sub component/excipient (such as MALTODEXTRIN, ETHYL ALCOHOL etc.) but unable to provide traceability to support not from a GM-crop or GM-microorganism.
- DO NOT TEST** material in order to guarantee either PCR negative or less than 0.9% GM-protein/DNA.

### 5. GMO FREE:

**Must be able to confirm all the following and provide documentation:**

- NO GM-crop or GM-microorganism exists** for the raw material sources of any ingredient or any sub component/excipient (such as MALTODEXTRIN, ETHYL ALCOHOL etc.) in this material. For instance: NOT from corn, soy, potato, tomato, cotton, sugar beet, rapeseed, alfalfa, etc.
- NO GM-labeling within the EU** of the product(s) containing this raw material(s) will be required per the legal provisions of EC Directives 1829/2003 and 1830/2003 concerning the traceability & labeling of GM organisms & the traceability of food and feed products produced from GM organisms.
- HAVE PROVIDED** with this questionnaire a Non-GMO Statement on your company letterhead.

### OTHER GMO QUESTIONS – Animal Feed:

**If this ingredient or any sub component/excipient is derived from animals (such as stearic acid, etc.), please check the ONE that applies below:**

- We do **not** process any raw material derived from animals fed with GM-crops. \*See Note.
- or -
- We do process raw material derived from animals fed with GM-crops. \*See Note

**\*Note:** A negative answer is not compulsory to avoid future GM-labeling in EU, but would be favorable

ABG (Nutrilite) Item Number: \_\_\_\_\_

Date: \_\_\_\_\_

## ALLERGEN STATUS

Does this ingredient contain, or is it derived from any of the following? (check appropriate box)

Are any of the following processed on the same equipment as the material you provide to us? (check box below)

Allergen	Contains or Derived from		Processed on same Equipment	Allergen	Contains or Derived from		Processed on same Equipment
	YES	NO	YES		YES	NO	YES
Artificial Colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artificial Flavors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artificial Preservatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peanut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buckwheat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sesame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caffeine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shellfish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Celery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crustaceans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sugar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Egg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sulfites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--> Naturally occurring?	<input type="checkbox"/>	<input type="checkbox"/>	
Gluten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--> Sulfite level (ppm)	_____		
Kamut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tomato	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lactose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree nuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lupin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yeast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Molluscs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Nuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mustard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	--> Specify	_____		

Comments: \_\_\_\_\_

## PLANT/BOTANICAL MATERIAL INFORMATION

### CONTAMINANTS:

Aflatoxin test results: \_\_\_\_\_

Aflatoxin testing is performed on:       Crude Botanical       Finished Product       Both

Radioactivity testing is performed on:       Crude Botanical       Finished Product       Both

Microbiological testing is performed on:       Crude Botanical       Finished Product       Both

Heavy metals testing is performed on:       Crude Botanical       Finished Product       Both

Heavy metals test method used (e.g. ICP-MS vs. AA): \_\_\_\_\_

### ORGANIC STATUS:

Is the crude botanical certified **Organic**?       Yes       No

If **NO**, are you willing to use a certified organic crude botanical or to move toward certified organic farming practices?       Yes       No

If **YES**, please provide the name of the certifying agency AND copy of certificate:

\_\_\_\_\_

### CULTIVATION DETAILS:

Name of Manufacturer and grower/wild-collector (plant materials): \_\_\_\_\_

Manufacturing location(s): \_\_\_\_\_

State of crude botanical prior to processing:       Fresh       Dried       Other \_\_\_\_\_

Can this material be ordered directly from the manufacturer (if different)?       Yes       No

Do you (the supplier) directly grow the source crop on a farm controlled by you?       Yes       No

If **NO**, do you (the supplier) have any form of control over the method(s) of cultivation of the crude botanical used in the manufacture of this product?       Yes       No

Would you be willing to partner with Access Business Group's agricultural Operations for the purpose of alignment of farming methods with those approved by ABG?       Yes       No

For processing operations, would you be willing to use feedstock grown by ABG?       Yes       No

ABG (Nutrilite) Item Number: \_\_\_\_\_

Date: \_\_\_\_\_

## BASIC MATERIAL INFORMATION

Individual answers are optional if information is included on the product specification that **must** accompany this document.

Item	Specification
Appearance (powder, liquid, etc)	
Bulk density (Tap and loose):	
Powder flow characteristics (e.g., Flowdex):	
Particle size distribution (USS sieve):	
Odor (If applicable):	
Taste (If applicable):	
Color (If applicable, provide expected L* a* and b* values):	
Moisture (Loss On Drying or similar):	
Coliform:	
E. coli:	
Aerobic Plate Count:	
Mold:	
Yeast:	
Salmonella:	
Shelf life:	
Storage Conditions:	
Packaging options (type of package, size options, etc.):	
Is bar-coding available on your packaging?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marker(s) level(s) and analytical method or related activity such as ORAC:	
Pesticides (third party test results, including method):	
Radioactivity testing (third party test results):	
Heavy metals (Pb, Hg, Cd, As - third party test results):	
Heavy metals test method used (e.g. ICP-MS vs. AA):	
Sanitizing treatments used in raw material processing, including concentration:	
Clinical testing performed on this product (protocol, results, publications, attach if necessary):	
Describe any intellectual property or exclusivity agreements that would affect this product:	

ABG (Nutralite) Item Number: \_\_\_\_\_

Date: \_\_\_\_\_

## CERTIFICATION

### DOCUMENTATION CHECKLIST

Please attach the following documents to this completed questionnaire:

- \_\_\_\_\_ • Product Specification / Technical Data Sheet
- \_\_\_\_\_ • Manufacturing Flow Chart
- \_\_\_\_\_ • Kosher Certificate
- \_\_\_\_\_ • Halal Certificate
- \_\_\_\_\_ • GMO Status Verification (Identity Preserved (IP) details quality process, PCR test results, etc.)
- \_\_\_\_\_ • Non-GMO Statement on your company letterhead (signed)
- \_\_\_\_\_ • BSE Certificate and Import Certificate from USDA if from outside the USA (for animal derived ingredients)
  
- \_\_\_\_\_ • Statement of Non-Irradiation, non-ETO and non-chemical sterilization of raw materials (signed)
- \_\_\_\_\_ • Certified Organic
- \_\_\_\_\_ • Nutrient Profile or Proximate Analysis
- \_\_\_\_\_ • Certificate of Analysis (C of A)
- \_\_\_\_\_ • MSDS

I certify that the information provided in this document is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

***NOTE: Any modifications or revisions to this product must meet raw material specifications and should be forwarded to the Product Development Department:***

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