

## USDA BioPreferred® Program Company Name Change Procedure

The procedure for changing a company name depends on how the company participates in the BioPreferred Program. Please follow the instructions below that correspond to your company's situation.

If your company **does not** have any certified products or in progress applications

Contact the BioPreferred Program's technical support team ([help@usdabiopREFERRED.net](mailto:help@usdabiopREFERRED.net)) and request that the product name be changed. They will note the change and update the company name in our database.

If your company **does not** have any certified products, but has in progress, prequalified applications Contact SEI/ASTM ([cert@astm.org](mailto:cert@astm.org)) and the BioPreferred Program's technical support team ([help@usdabiopREFERRED.net](mailto:help@usdabiopREFERRED.net)) and request that the Company Name be changed. We will note and change the company name in our databases, and if necessary, alert the laboratory of the company name change.

If your company has certified products

Submit a letter (preferably as an e-mail attachment) to USDA, SEI/ASTM, and the BioPreferred Program's technical support address using your company's new letterhead indicating that former company affiliation with/ownership of original name of certified product(s) is now new current company affiliation/name. Indicate in the letter that the certified products [include Label ID, Product ID, and Product Names for each] have not undergone a product material/composition/formulation change and that each certified product's tested biobased contents is the same as when the product's label application was certified in [month/year]. Request that the SEI/ASTM Biobased Participant Agreement(s) that was filled out when the product(s) was originally certified be amended to use the new company name. Contact information for all parties is as follows:

**USDA Contact**

Kate Lewis [kate.lewis@dm.usda.gov](mailto:kate.lewis@dm.usda.gov)

**SEI/ASTM Contact**

Chad Morey [cmorey@astm.org](mailto:cmorey@astm.org)

**BioPreferred Program Technical Support Contact**

Savan Group [help@usdabiopREFERRED.net](mailto:help@usdabiopREFERRED.net)

We will save the letter in your USDA BioPreferred Program database record, add it as an amendment to the SEI/ASTM Biobased Participant Agreement(s), and modify the BioPreferred Program's databases to reflect the company name change.

Note: if your company has more than one certified product, the letter described above can include a table that lists all certified products. See the next page for an example.

[Replace with your new company's letterhead]

[Street Address, City, ST ZIP Code]

[Telephone] [Email]

[INSERT DATE]

Kate Lewis

Deputy Program Manager USDA BioPreferred® Program [kate.lewis@dm.usda.gov](mailto:kate.lewis@dm.usda.gov)

Chad Morey Project Manager

SEI a subsidiary of ASTM International [cmorey@astm.org](mailto:cmorey@astm.org)

BioPreferred Program Technical Support Savan Group [help@usdabiopreferred.net](mailto:help@usdabiopreferred.net)

Dear Ms. Lewis, Mr. Morey, and the BioPreferred Program Technical Support Staff,

I request that you amend the name of our company name from [old company name] to [new company name] in the BioPreferred Program's online databases and the SEI/ASTM Biobased Participant Agreements on record. The products listed below have not undergone a product material/composition/formulation change and each product's tested biobased content is the same as when the product was certified.

Label ID	Certification Date	Product ID	Former Product Name	New Product Name
[INSERT 4-DIGIT LABEL ID]	[INSERT CERTIFICATION DATE]	[INSERT 5-DIGIT PRODUCT ID]	[INSERT PRODUCT NAME LISTED UNDER OLD COMPANY NAME]	[INSERT NEW PRODUCT NAME IF APPLICABLE]
Add as many rows as necessary to accommodate all certified products.				

Sincerely, [SIGNATURE]

[PRINTED NAME]