

## 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 (BioPreferred\_Support@amecfw.com) 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) and the BioPreferred Program's technical support team (BioPreferred\_Support@amecfw.com ) 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

#### **SEI/ASTM Contact**

Chad Morey  
cmorey@astm.org

#### **BioPreferred Program Technical Support Contact**

Amec Foster Wheeler  
BioPreferred\_Support@amecfw.com

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

Chad Morey  
Project Manager  
SEI a subsidiary of ASTM International  
cmorey@astm.org

BioPreferred Program Technical Support  
Amec Foster Wheeler  
BioPreferred\_Support@amecfw.com

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	Product Name
[INSERT 4-DIGIT LABEL ID]	[INSERT CERTIFICATION DATE]	[INSERT 5-DIGIT PRODUCT ID]	[INSERT PRODUCT NAME]
Add as many rows as necessary to accommodate all certified products.			

Sincerely,

[SIGNATURE]

[PRINTED NAME]