

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 are most applicable to your account.

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

Contact the BioPreferred Program Technical Support Team (help@usdabiopREFERRED.net) and request that the Company Name be changed. We 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 USDA (SM.USDA-RD.biopREFERRED.labeling@usda.gov) and the BioPreferred Program Technical Support Team (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 (SM.USDA-RD.biopREFERRED.labeling@usda.gov), and the BioPreferred Program Technical Support Team (help@usdabiopREFERRED.net) using your new company's 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 USDA 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

SM.USDA-RD.biopREFERRED.labeling@usda.gov

BioPreferred Program Technical Support Contact

help@usdabiopREFERRED.net

We will save the letter in your USDA BioPreferred Program database record, add it as an amendment to the USDA 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 NEW COMPANY’S LETTERHEAD]

[Street Address, City, ST ZIP Code]

[Telephone] [Email]

[INSERT DATE]

USDA

SM.USDA-RD.biopREFERRED.labeling@usda.gov

BioPreferred Program Technical Support

help@usdabiopREFERRED.net

Dear USDA and BioPreferred Program Technical Support Team,

I request that you amend the name of our company name from [INSERT OLD COMPANY NAME] to [INSERT NEW COMPANY NAME] in the BioPreferred Program’s online databases and the USDA 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]