

## USDA BioPreferred® Program Product Name Change Procedure

The procedure for changing a product name depends on how far the product has gotten in the certification process. Please follow the instructions below that apply to your product.

### If your product has not been prequalified yet

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 product before it is prequalified.

### If your product has been prequalified, but not certified yet

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 product name be changed. In your email, include (1) the product ID and label application number(s), (2) a name change request(s) from [name] and to [name], and, (3) the reason for request(s). We will change the product name in our databases, and if necessary, alert the laboratory of the product name change.

### If your product has been certified

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 letterhead. Include information in the letter regarding (1) product ID and label application number(s), (2) a name change request(s) from [name] and to [name], and, (3) the reason for request(s). Verify in the letter that the product – formally known as [name] to be known as [name] – has not undergone a product material/composition/formulation change and the product's tested biobased content is the same as when the product was certified in [month/year]. Request that the SEI/ASTM Biobased Participant Agreement that was filled out when the product was originally certified be amended to use the new product 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, and modify the BioPreferred Program's databases to reflect the product name change.

Note: if more than one certified product is being renamed, the letter described above can include a table that lists all products undergoing a name change. See the next page for an example.

[REPLACE WITH YOUR 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 Mr. Morey and the BioPreferred Program Technical Support Staff,

I request that you amend the product names as described for each of the products below in the BioPreferred Program's online databases and the SEI/ASTM Biobased Participant Agreements on record. These product names were changed because [INSERT REASONS]. 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 PREVIOUS PRODUCT NAME]	[INSERT NEW PRODUCT NAME]
Add as many rows as necessary to accommodate all products undergoing name changes				

Sincerely, [SIGNATURE]

[PRINTED NAME]