

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 are most applicable to your product.

If your product has not been prequalified yet

Contact the BioPreferred Program Technical Support Team (help@usdabiopreferred.net) and request that the product name be changed. We will note the change and update the product before it is prequalified.

If your product has been prequalified, but not certified yet

Contact USDA (SM.USDA-RD.biopreferred.labeling@usda.gov) and the BioPreferred Program Technical Support Team (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 and the BioPreferred Program Technical Support Team 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 USDA 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

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 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]

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 product names as described for each of the products below in the BioPreferred Program’s online databases and the USDA 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]