

USDA BioPreferred® Program: Product Certification Process

Note: The certification process usually takes about 90 days. All steps must be completed in sequential order. Results from biobased content testing done prior to step 5 will not be accepted.

Application Phase

1. Apply for certification, as shown in the [Company Tools Tutorial](#).
 - a. New participants: follow the [Company Tools Tutorial](#) to create an eAuthentication account at www.biopreferred.gov. Next, create a user account and a company account.
 - b. All participants: Access and complete the *USDA Participant Agreement*. This only has to be completed once per company.
 - c. All participants: Add product(s) and apply for certification at www.biopreferred.gov.
 - d. All participants: you will immediately receive a “Notice that Application has been Received” email from USDA. This confirms that USDA received the application and that it is being processed.
2. Within 60 days, USDA’s contractor will email you with any questions about the application. Once questions are resolved the application will be approved to move on to the testing phase.
3. You will receive a “Notice that Application Meets Initial Criteria” email from USDA. This email outlines the next step in the certification process and contains the **Application ID required for testing**.

Testing Phase

4. Follow instructions in the email from USDA, received during step 3 ([also available here](#)).
 - a. All participants: contact an [approved testing lab](#) to schedule biobased content testing.
 - b. All participants: Access and complete the *USDA Documentation of Sample Selection Form* in the Documents tab- of the corresponding application in Company Tools.
5. Send product sample to the lab, including a copy of the *USDA Documentation of Sample Selection Form*.
6. The lab will test the sample and send test results to both USDA and the participant.
7. Within a few days, USDA will send you a “Notice of Certification,” “Denial of Certification,” or “Partial Certification” email. This email is your official record of certification.

Certification Phase

8. The certification email contains instructions for download and use of the certification label and resources for marketing the certification. Certified products must participate in periodic audits. If there are any changes to the company or product name or the formulation of the product, contact help@usdabiopreferred.net immediately.

Contact help@usdabiopreferred.net or (202) 643-3287 with questions about certified products or the certification process.