

Company Tools Tutorial

November 2023



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Getting Started

Glossary

Stand-alone Product: A product that may come in different variations (size, color, scent, etc.) but does not have the same formulation or biobased raw material ingredients as other products that are marketed for different purposes.

Product Family: A group of products with the same formulation that are marketed for different purposes. Example: A window cleaner and an all-purpose cleaner.

Product Variations: Versions of a stand-alone product that can differ in size, volume, scent, color, etc. but are marketed for the same use.

Certified Product: A product that has gone through the application process, has been tested for biobased content, and has met or exceeded the biobased content percentage requirements for the product category that said product belongs to.

Qualified Product: A product that meets the requirements for one or more product categories identified by USDA as part of the Mandatory Federal Purchasing Initiative.

Obtain a Login.gov User ID and Password

To get started:

- Access www.biopREFERRED.gov
- Next, obtain a Login.gov User ID and password by clicking on the “Login” link at the top.

Note: The “Tools” Tab is your entry point into the BioPreferred Program for purposes of registering your company, entering products, applying for certification, managing issued labels, etc.



Obtain a Login.gov Account

- If you do not already have an account, you will be automatically redirected to this page.
- Click “Customer” and follow the steps to create a Customer Login.gov account.

Note: DO NOT register for a USDA Employee/Contractor or Other Federal Employee/Contractor account. This is for USDA and federal employees and is not necessary to participate in the Program.

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

Login

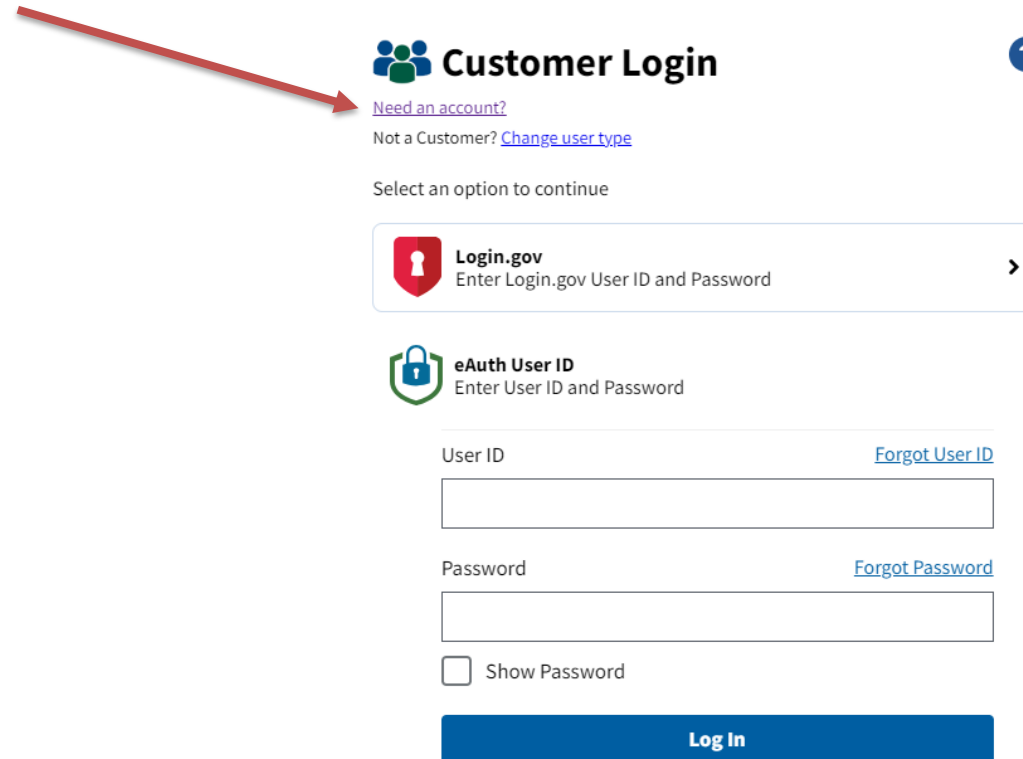
Select your user type to continue

☐ Remember my user type

-  **Customer**
Public citizens conducting business with USDA Agencies
-  **USDA Employee/Contractor**
Federal employees and contractors working for USDA
-  **Other Federal Employee/Contractor**
Non-USDA federal agency employees and contractors

Obtain a Login.gov Account

- Select “Need an account?”



The screenshot shows the 'Customer Login' page on Login.gov. A red arrow points from the text 'Select “Need an account?”' to the 'Need an account?' link. The page includes a 'Log In' button and a 'Show Password' checkbox.

Customer Login 

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

 **Login.gov**
Enter Login.gov User ID and Password 

 **eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Log In

Obtain a Login.gov Account

- Click “Customer” and follow the steps to create a Customer Login.gov account.

Note: DO NOT register for a USDA Employee/ Contractor or Other Federal Employee/ Contractor account. This is for USDA and federal employees and is not necessary to participate in the Program.

An official website of the United States government [Here's how you know](#)▼

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

eAuth

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▼ | HELP ▼

Account Registration ?

What type of user are you?

☒ Customer

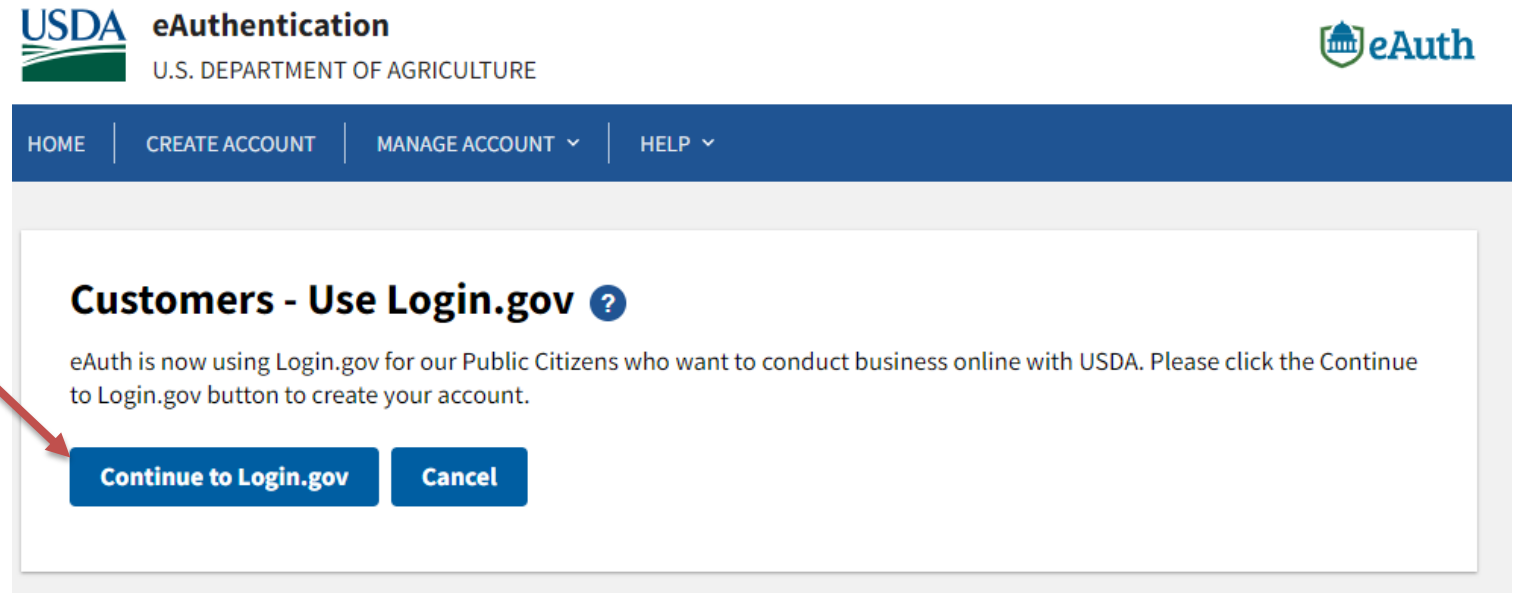
☐ USDA Employee / Contractor

☐ Other Federal Employee / Contractor

Continue

Obtain a Login.gov Account

- Select “Continue to Login.gov”



Obtain a Login.gov Account

- Select “Create an account”
- Enter your email address.
- Select your email language preference.
- Check the box “I read and accept the Login.gov Rules of Use.”
- Select “Submit.”
- You will be instructed to check your email.

LOGIN.GOV USDA

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)
☐ Español
☐ Français

☐ I read and accept the Login.gov Rules of Use

Submit



Check your email

We sent an email to **beth.espitia+login@gmail.com** with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Obtain a Login.gov Account

- Open email from no-reply@login.gov and select “Confirm email address.” This link will expire in 24 hours.
- You will be directed to a website where you can create a password.



Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

✓ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

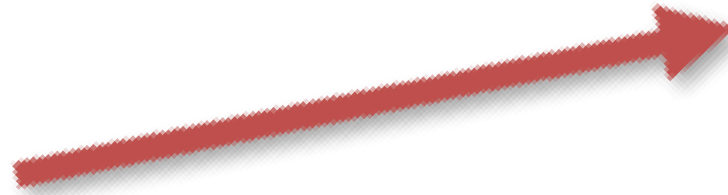
Confirm password

☐ Show password

Continue

Obtain a Login.gov Account

- Select an authentication method that works best for you. Then select “Continue.”



Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- ☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

Obtain a Login.gov Account

- If you choose “Text or voice message” as your authentication method, you must add a phone number.
- Then select how you’ll get your code – either by Text message (SMS) or Phone call.
- Then select “Send code.”
- You may also choose a different authentication method at this point.

Add a phone number

We’ll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you’ll get your code

☒ Text message (SMS)

☐ Phone call

You can change this anytime. If you use a landline number, select “Phone call.”

Send code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. Read Login.gov’s [Mobile Terms of Use](#).

Obtain a Login.gov Account

- Enter your one-time code sent via email or phone call. This code expires in 10 minutes from time of receipt.

Enter your one-time code

We sent a text (SMS) with a one-time code to
This code will expire in 10 minutes.

One-time code

Example: 123456

☐ Remember this browser

Submit

[↻ Send another code](#)

Having trouble? Here's what you can do:

[Use another phone number](#)



Obtain a Login.gov Account

- You may Add another authentication method or “Skip for now.”

✓ A phone was added to your account.



You’ve added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

[Skip for now](#)

Obtain a Login.gov Account

- Select “Agree and continue.”



Continue to USDA eAuthentication

We'll share your information with **USDA eAuthentication** to connect your account.

✓ **Email address**
beth.espitia+login3@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

Obtain a Login.gov Account

- If you are creating an account for the first time, you will not have an existing eAuth account.
- Select “Continue without linking to an existing eAuth account.”
- Select “Continue.”

Link with Login.gov ?

Login.gov must be linked to an eAuth account to use it with USDA applications.

☐ Use an existing eAuth account to link to my Login.gov account.

☐ Continue without linking to an existing eAuth account.

Continue

Obtain a Login.gov Account

- Enter First and Last name.
- Select “Submit.”

User Information Required

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

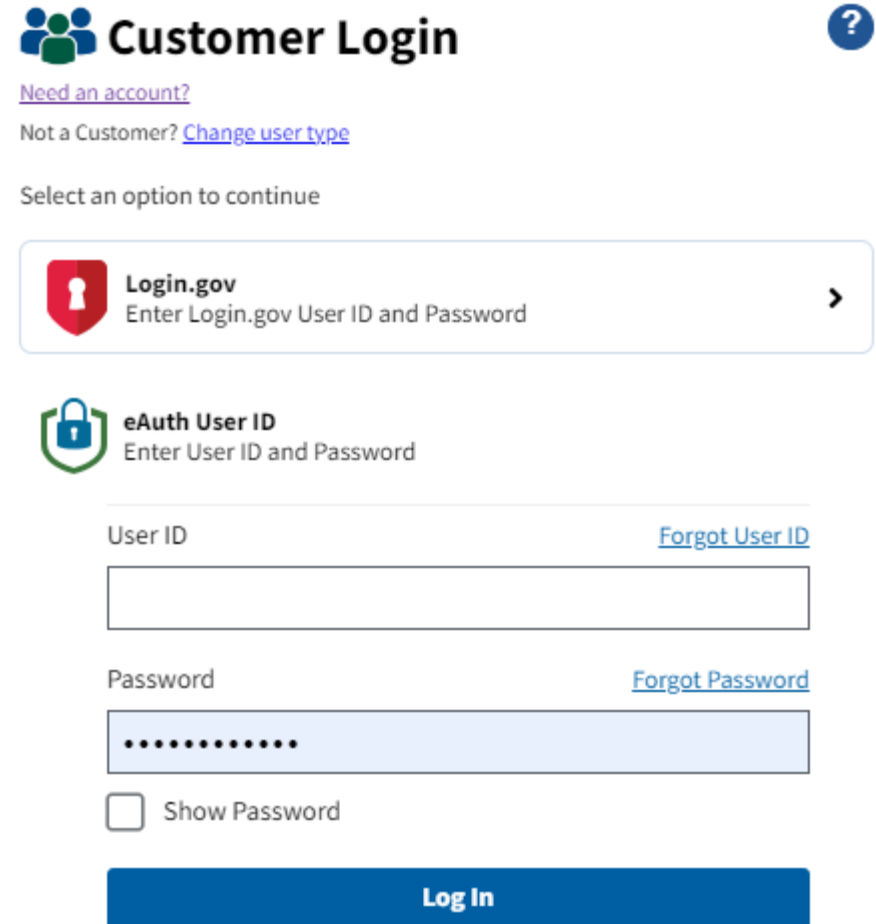
First name

Last name

Submit

Obtain a Login.gov Account

- Once you have created your account, you will be redirected to the “You Appear to be a New User” screen found on page 26 of this tutorial.



The screenshot shows the 'Customer Login' page on Login.gov. At the top, there's a 'Customer Login' header with a help icon. Below it are links for 'Need an account?' and 'Not a Customer? Change user type'. A prompt 'Select an option to continue' leads to two main options: 'Login.gov' (with a red shield icon) and 'eAuth User ID' (with a green padlock icon). The 'Login.gov' option is selected and highlighted, showing the instruction 'Enter Login.gov User ID and Password'. The 'eAuth User ID' option shows 'Enter User ID and Password'. Below these are input fields for 'User ID' and 'Password', each with a 'Forgot' link. A 'Show Password' checkbox is present. At the bottom is a blue 'Log In' button.

Customer Login 

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

 **Login.gov**
Enter Login.gov User ID and Password 

 **eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Log In

Decision Point

- [Register Your Company](#)
- [Request Access to an Existing Company](#)
- [Reset your eAuthentication Account](#)

Register Your Company

Register Your Company

- Select “Register My Company”

Note: Once you begin the process of Registering a Company, you must complete all the steps. The system will time-out if left idle for 10 minutes and all data will be lost.

Note: If additional individuals within your company need access to the company account, see page 22.

As the individual initially registering company information, you will be the “administrator” for your company and will approve account access for others in your company.

USDA
United States Department of Agriculture

ABOUT USDA | ASK THE EXPERT | CONTACT US | LOG OUT | SEARCH SITE

BioPreferred

HOME ABOUT NEWS CATALOG FAQS HELP CONTACT US TOOLS

YOU APPEAR TO BE A NEW USER

Option 1:

If your company has not yet registered with the BioPreferred Program, please select "Register my Company" below.

Register My Company

- OR -

Option 2:

If your company already has an account with the BioPreferred Program, select one of the options below.

You are a new user who is requesting access to your company's account for the first time. OR You previously had access to your company's account, and you need to regain access now.

Request Access to My Company Regain Access to My Company

Register Your Company

- Enter Company Name and select “Next.”

Note: If you receive an error message, try clicking “Next” again.

- After entering Company name, you will have the option to enter Equal Employment Opportunity and Civil Rights (EEOCR) information.

Note: If the EEOCR Titles box does not appear after you click “Yes,” try clicking “No” and then “Yes” again.

The screenshot shows the USDA BioPreferred registration interface. At the top, the USDA logo and navigation links (ABOUT USDA, ASK THE EXPERT, CONTACT US, LOG OUT, SEARCH SITE) are visible. Below the navigation bar, a dark blue header contains links: HOME, ABOUT, NEWS, CATALOG, FAQs, HELP, CONTACT US, and TOOLS. The main content area is titled "COMPANY NAME...". It features a text input field labeled "Company Name" with the text "Biobased Cleaners" entered. Below the input field are "Cancel" and "Next" buttons.

The screenshot shows the second step of the USDA BioPreferred registration process, titled "COMPANY EEOCR (EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS) STATUS...". It includes a sub-header: "Providing the following EEOCR information is optional. Does your company, Biobased and Clean, identify as any of the following?". Below this, there are radio buttons for "Yes" (selected) and "No". Under the "Yes" selection, a box titled "EEOCR Titles" contains a list of business categories with checkboxes: 8(a) Business, Small Business, Woman Owned Business (WOB), Small Woman Owned Business (SWOB), Small Disabled Veteran Owned Business (SDVOB), Small Disadvantaged Business, HUBZone (Historically Underutilized Business Zones - for small and rural communities), and Minority Owned. At the bottom of the form are "Previous" and "Next" buttons.

Register Your Company

- You will enter additional company information on a series of screens. Select “Next” to move from one screen to the next.

Note: If you are unsure of what your NAICS code is, you can look it up here:

<https://www.census.gov/eos/www/naics/>

Note: Listing a working company website will save time during the application process later.

The screenshot shows a web form titled "Register Your Company" with a close button (X) in the top right corner. Below the title is a section header "COMPANY INFORMATION" with a "help" link. The form contains several input fields and a radio button group:

- Company Name:** A text input field containing "BioSolve".
- Division Name:** An empty text input field.
- Company Type:** A group of three radio buttons labeled "Vendor", "Manufacturer", and "Both".
- Company Website:** An empty text input field.
- Number of Employees:** A numeric input field with up and down arrows.
- Year BioSolve was Founded:** A numeric input field with up and down arrows.
- Year began producing biobased products:** A numeric input field with up and down arrows.
- Enter NAICS code:** An empty text input field.

At the bottom of the form, there are two buttons: "Previous" on the left and "Next" on the right.

Request Access to an Existing Company

Request Access to an Existing Company

- Select “Request Access to My Company.”

Note: If your company account does not have an active user to approve your access request, BioPreferred Program Staff will need to approve the request. See more information on the next slide.

The screenshot shows the USDA BioPreferred Program website. At the top, there is a navigation bar with links: ABOUT USDA, ASK THE EXPERT, CONTACT US, LOG OUT, and a SEARCH SITE button. Below this is the USDA logo and the text 'United States Department of Agriculture'. A secondary navigation bar contains links: HOME, ABOUT, NEWS, CATALOG, FAQs, HELP, CONTACT US, and TOOLS. The main content area is titled 'YOU APPEAR TO BE A NEW USER'. It presents two options: Option 1: 'If your company has not yet registered with the BioPreferred Program, please select "Register my Company" below.' with a 'Register My Company' button. Option 2: 'If your company already has an account with the BioPreferred Program, select one of the options below.' This option is further divided into two scenarios: 'You are a new user who is requesting access to your company's account for the first time.' with a 'Request Access to My Company' button, and 'You previously had access to your company's account, and you need to regain access now.' with a 'Regain Access to My Company' button. The text '- OR -' is placed between the two options.

Request Access to an Existing Company

- If you are trying to become a secondary user on an account that has an active administrator, please fill out all fields. Do not check the box next to “Send Email to BioPreferred Program Staff for activation instead of current company administrators.”
- If you are trying to gain access to a company that no longer has an active administrator, please *check* the box next to “Send Email to BioPreferred Program Staff for activation instead of current company administrators.”
- Your company’s account manager or a member of the BioPreferred Program’s staff (depending which box you checked) will approve your request, and you will be able to access your company account. Contact the BioPreferred Program at help@usdabiopREFERRED.net if you are still unable to access your company account.

The screenshot shows the 'NEW USER...' registration form on the USDA BioPreferred website. The form is titled 'NEW USER...' and includes a sub-header explaining that users must establish a profile linked to a registered company. The form fields are as follows:

- First Name:** A dropdown menu for 'Prefix' and a text input field containing 'John'.
- Last Name:** A text input field containing 'Doe'.
- Email Address:** A text input field containing 'john.doe@example.com'.
- Phone Number:** A text input field containing '(123) 123-1231x2312'.
- Company Name Requesting Access To:** A text input field with the placeholder 'Must select from list that appears while typing.'
- Street Address:** A section with two checkboxes: 'Send Email to BioPreferred Staff for activation instead of current company administrators' (unchecked) and 'Address same as company' (checked). Below these are text input fields for '500 Example Street' and 'Ste. 123'.
- City / State / Zip Code:** Text input fields for 'Exampleton', a dropdown menu for 'Alaska', and a text input field for '12312-1231'.

At the bottom of the form are 'Cancel' and 'Submit' buttons. The footer of the page contains links to various USDA and BioPreferred resources.

Reset Your eAuthentication Account

Reset Your eAuthentication Account

- Select “Regain Access to My Company.”

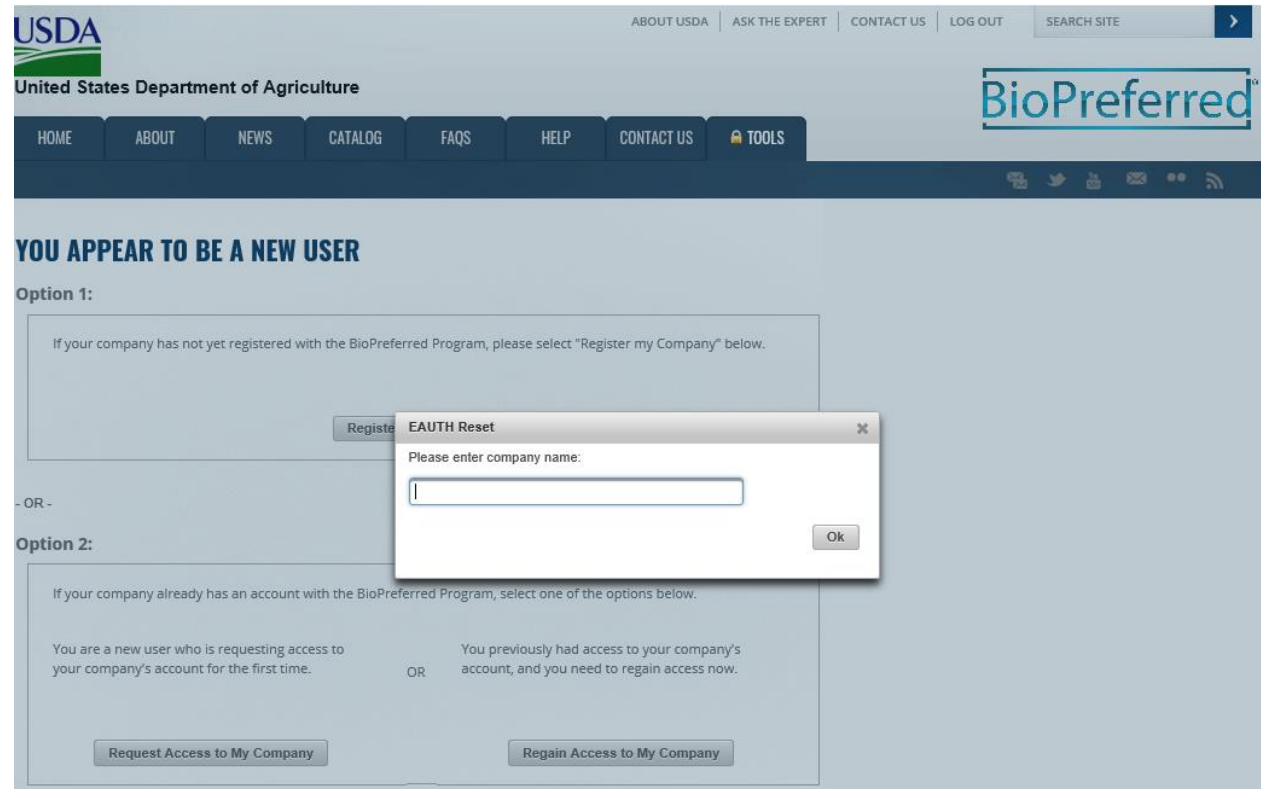
Note: An eAuth account is inactivated after a year of inactivity. The eAuth system is USDA-wide and if your account is disabled, you will need to contact the eAuth Help Desk at eAuthHelpDesk@usda.gov to reactivate your account.

The screenshot shows the USDA BioPreferred program website. At the top, there is a navigation bar with links: ABOUT USDA, ASK THE EXPERT, CONTACT US, LOG OUT, and a SEARCH SITE button. Below this is a dark blue header with white text links: HOME, ABOUT, NEWS, CATALOG, FAQs, HELP, CONTACT US, and TOOLS. The USDA logo and "United States Department of Agriculture" text are on the left, and the BioPreferred logo is on the right. The main content area is titled "YOU APPEAR TO BE A NEW USER". Under "Option 1:", there is a text box stating "If your company has not yet registered with the BioPreferred Program, please select 'Register my Company' below." and a button labeled "Register My Company". Below this is a separator "- OR -". Under "Option 2:", there is a text box stating "If your company already has an account with the BioPreferred Program, select one of the options below." Below this text are two columns of text. The left column says "You are a new user who is requesting access to your company's account for the first time." and has a button labeled "Request Access to My Company". The right column says "You previously had access to your company's account, and you need to regain access now." and has a button labeled "Regain Access to My Company". The two columns are separated by the word "OR".

Reset Your eAuthentication Account

- A text box will appear prompting you for the company name that you are requesting access to.
- Once the request has been submitted, you will reach a screen notifying you that “eAuth Reset Email Sent.”
- BioPreferred Program staff will reset your eAuth and you will be able to access your company account.

Note: Contact help@usdabiopREFERRED.net if you are still unable to access your company account.



The screenshot shows the USDA BioPreferred website interface. At the top, there's a navigation bar with links like 'ABOUT USDA', 'ASK THE EXPERT', 'CONTACT US', 'LOG OUT', and a search bar. Below this is a secondary navigation bar with 'HOME', 'ABOUT', 'NEWS', 'CATALOG', 'FAQS', 'HELP', 'CONTACT US', and 'TOOLS'. The main content area is titled 'YOU APPEAR TO BE A NEW USER'. It presents two options: Option 1 for new users to register, and Option 2 for existing users to request or regain access. A modal window titled 'EAUTH Reset' is open, prompting the user to enter their company name.

EAUTH RESET EMAIL SENT

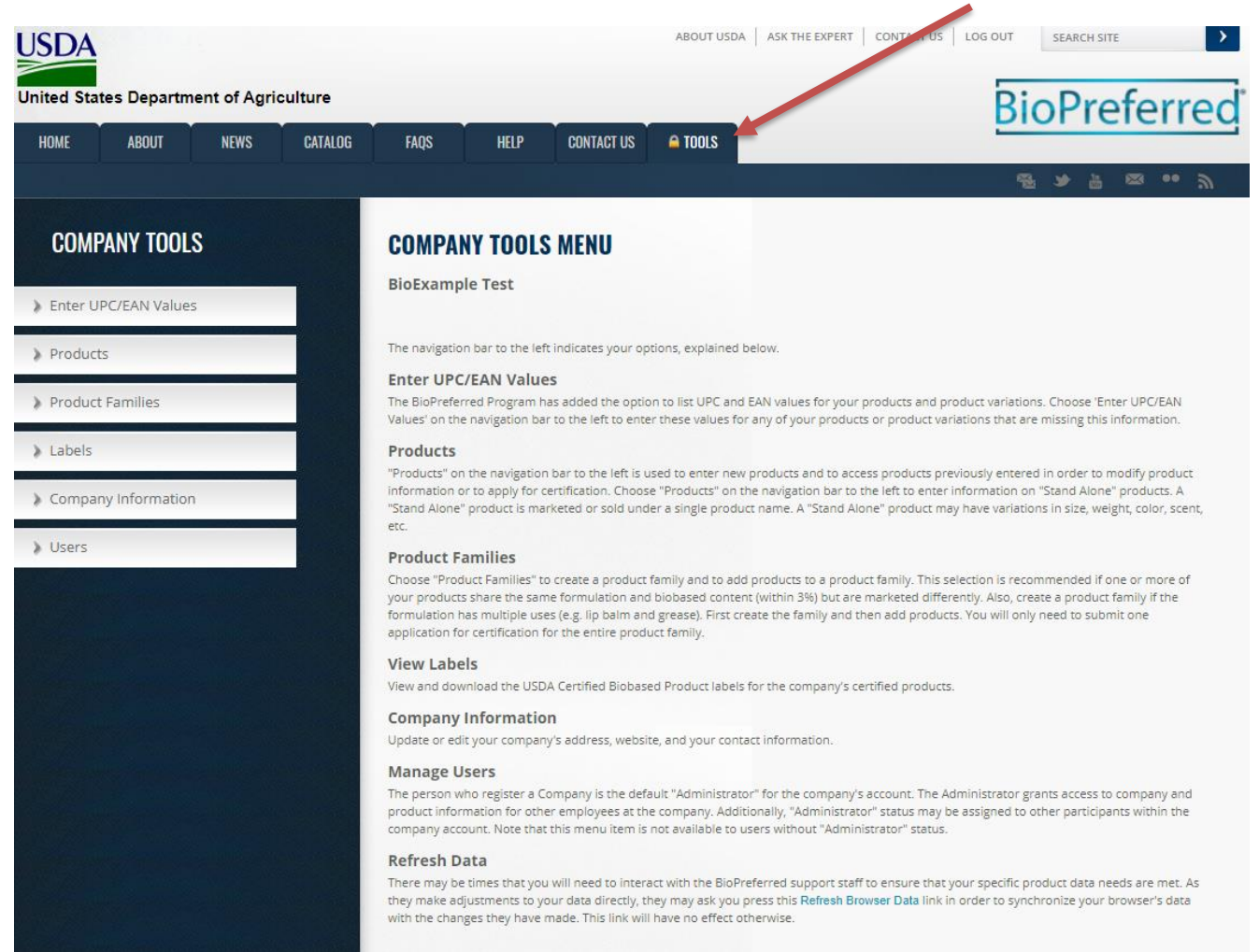
Email has been sent to help@usdabiopREFERRED.net. The BioPreferred staff may contact you at, John.doe@example.com if they require more information to reset the account. You will receive an email when the process is complete.

If you think that this is occurring in error, please contact the BioPreferred staff at help@usdabiopREFERRED.net.

Registering Your Products

Company Tools Main Menu

- Once you have registered your company, you will be directed to the Company Tools menu. This menu allows you to enter new products, apply for certification, and manage labels for certified products. The navigation bar to the left allows you to move within Company Tools.



The screenshot displays the USDA BioPreferred website interface. At the top, the USDA logo and "United States Department of Agriculture" are visible. A navigation bar includes links for HOME, ABOUT, NEWS, CATALOG, FAQs, HELP, CONTACT US, and TOOLS. A red arrow points to the TOOLS link. Below the navigation bar, the "COMPANY TOOLS" section is highlighted. On the left, a vertical navigation bar lists options: Enter UPC/EAN Values, Products, Product Families, Labels, Company Information, and Users. The main content area, titled "COMPANY TOOLS MENU", provides detailed instructions for each option, including how to enter UPC/EAN values, create product families, view labels, update company information, manage users, and refresh data.

COMPANY TOOLS

- Enter UPC/EAN Values
- Products
- Product Families
- Labels
- Company Information
- Users

COMPANY TOOLS MENU

BioExample Test

The navigation bar to the left indicates your options, explained below.

Enter UPC/EAN Values
The BioPreferred Program has added the option to list UPC and EAN values for your products and product variations. Choose 'Enter UPC/EAN Values' on the navigation bar to the left to enter these values for any of your products or product variations that are missing this information.

Products
"Products" on the navigation bar to the left is used to enter new products and to access products previously entered in order to modify product information or to apply for certification. Choose "Products" on the navigation bar to the left to enter information on "Stand Alone" products. A "Stand Alone" product is marketed or sold under a single product name. A "Stand Alone" product may have variations in size, weight, color, scent, etc.

Product Families
Choose "Product Families" to create a product family and to add products to a product family. This selection is recommended if one or more of your products share the same formulation and biobased content (within 3%) but are marketed differently. Also, create a product family if the formulation has multiple uses (e.g. lip balm and grease). First create the family and then add products. You will only need to submit one application for certification for the entire product family.

View Labels
View and download the USDA Certified Biobased Product labels for the company's certified products.

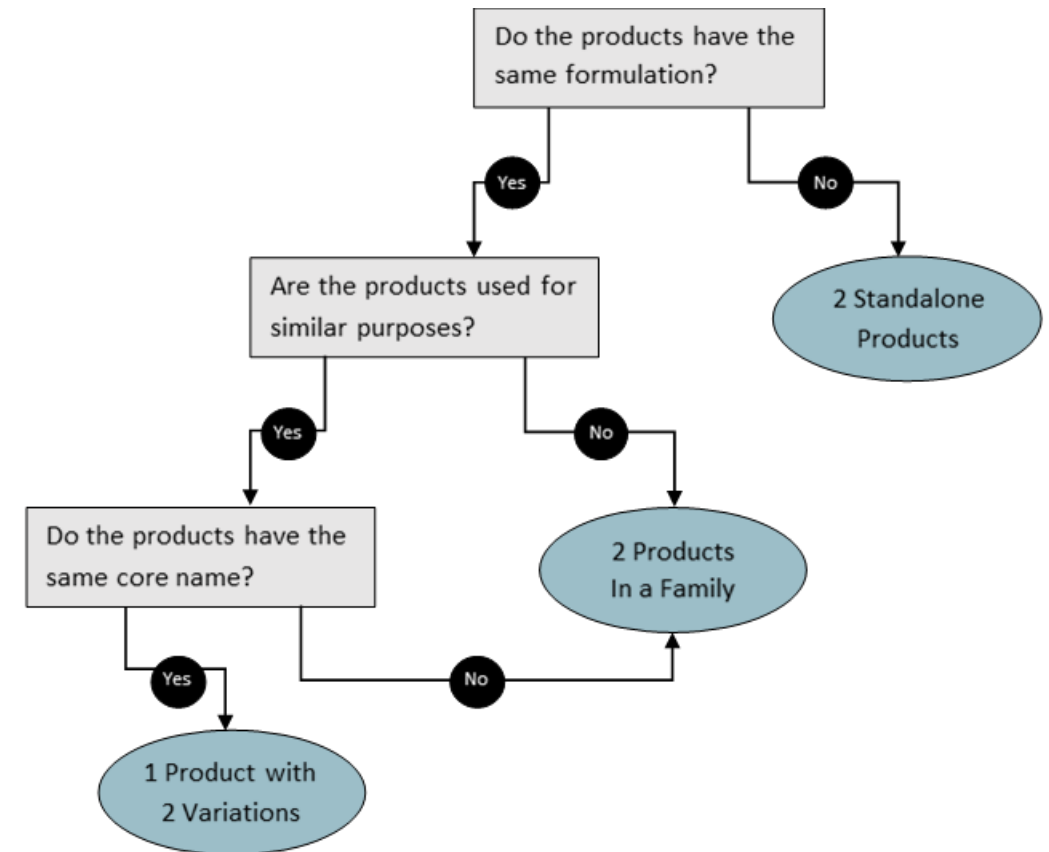
Company Information
Update or edit your company's address, website, and your contact information.

Manage Users
The person who register a Company is the default "Administrator" for the company's account. The Administrator grants access to company and product information for other employees at the company. Additionally, "Administrator" status may be assigned to other participants within the company account. Note that this menu item is not available to users without "Administrator" status.

Refresh Data
There may be times that you will need to interact with the BioPreferred support staff to ensure that your specific product data needs are met. As they make adjustments to your data directly, they may ask you press this [Refresh Browser Data](#) link in order to synchronize your browser's data with the changes they have made. This link will have no effect otherwise.

Deciding between a Stand-alone Product and a Product Family

- A stand-alone product is marketed or sold under a single product name. This type of product may have variations in size, weight, color, scent, etc.
- Product families have products that share the same formulation and biobased content (within 3%) but are marketed differently. Also, a product family is used for a single formulation when the products have more than one use (e.g., lip balm and grease). *Product family information will not be displayed in the Catalog and is for internal purposes only.*
- Products that are qualified and/or certified will be included in the BioPreferred Program Catalog.



Decision Point

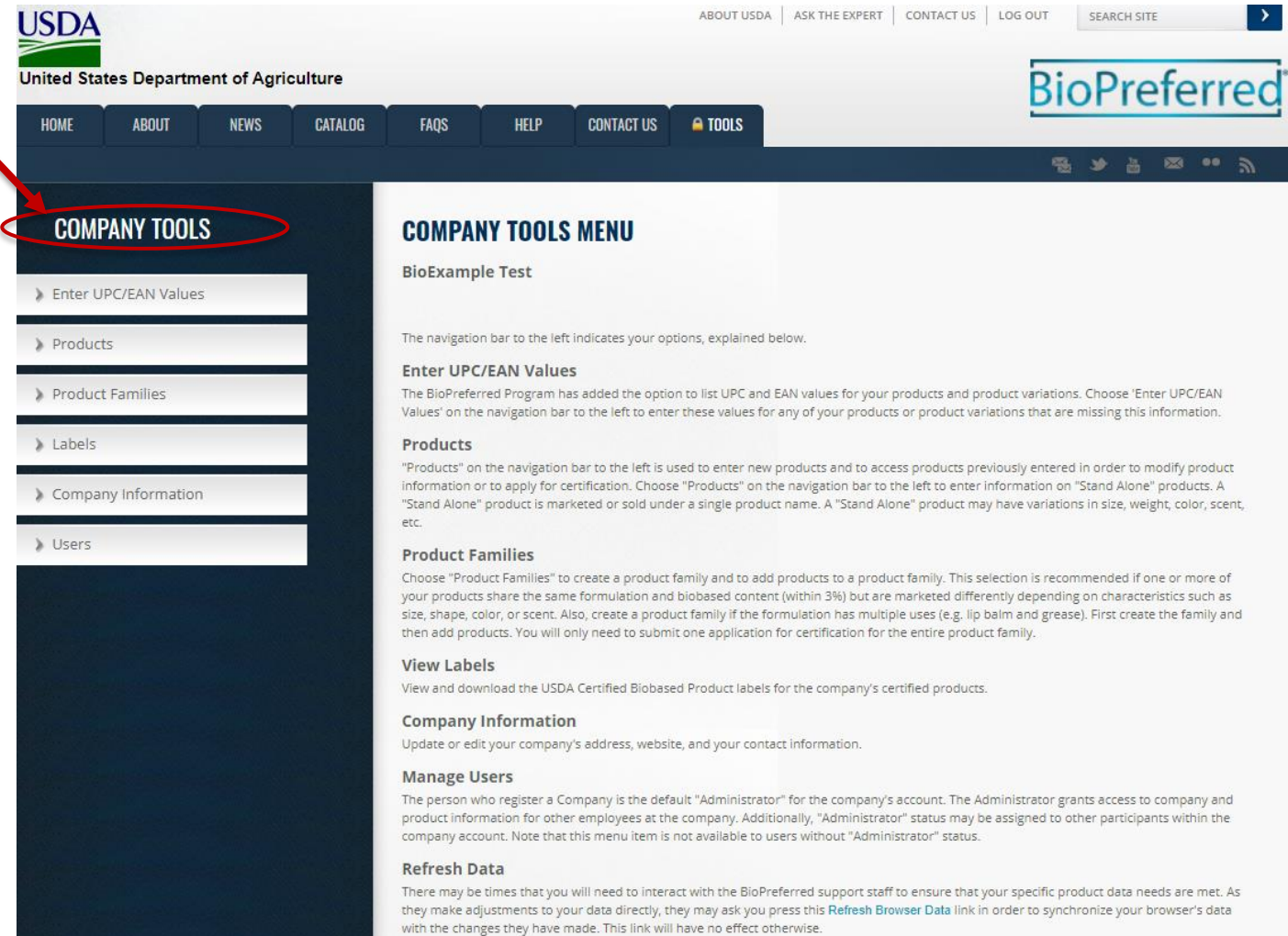
Using the previous slide as your guide, please select an option below to proceed.

- [Enter Product Information for a Stand-alone Product](#)
- [Enter Product Information for a Product Family](#)

Enter Product Information for a Stand-alone Product

Add a Stand-alone Product

- Select “Products” (in the navigation bar to the left) to enter information for a stand-alone product. See the definition under Products in the Company Tools Menu to determine if you have a stand-alone product.



The screenshot shows the USDA BioPreferred website. The navigation bar on the left includes links for HOME, ABOUT, NEWS, CATALOG, FAQs, HELP, CONTACT US, and TOOLS. The 'COMPANY TOOLS' link is circled in red, and a red arrow points to it from the text in the list. Below the navigation bar, the 'COMPANY TOOLS MENU' is displayed, listing options: Enter UPC/EAN Values, Products, Product Families, Labels, Company Information, and Users. The 'Products' option is highlighted. The main content area on the right provides detailed instructions for each option, including a section for 'Products' that explains how to enter information for stand-alone products.

USDA
United States Department of Agriculture

ABOUT USDA | ASK THE EXPERT | CONTACT US | LOG OUT | SEARCH SITE

BioPreferred

HOME ABOUT NEWS CATALOG FAQs HELP CONTACT US TOOLS

COMPANY TOOLS

- Enter UPC/EAN Values
- Products**
- Product Families
- Labels
- Company Information
- Users

COMPANY TOOLS MENU

BioExample Test

The navigation bar to the left indicates your options, explained below.

Enter UPC/EAN Values

The BioPreferred Program has added the option to list UPC and EAN values for your products and product variations. Choose 'Enter UPC/EAN Values' on the navigation bar to the left to enter these values for any of your products or product variations that are missing this information.

Products

"Products" on the navigation bar to the left is used to enter new products and to access products previously entered in order to modify product information or to apply for certification. Choose "Products" on the navigation bar to the left to enter information on "Stand Alone" products. A "Stand Alone" product is marketed or sold under a single product name. A "Stand Alone" product may have variations in size, weight, color, scent, etc.

Product Families

Choose "Product Families" to create a product family and to add products to a product family. This selection is recommended if one or more of your products share the same formulation and biobased content (within 3%) but are marketed differently depending on characteristics such as size, shape, color, or scent. Also, create a product family if the formulation has multiple uses (e.g. lip balm and grease). First create the family and then add products. You will only need to submit one application for certification for the entire product family.

View Labels

View and download the USDA Certified Biobased Product labels for the company's certified products.

Company Information

Update or edit your company's address, website, and your contact information.

Manage Users

The person who register a Company is the default "Administrator" for the company's account. The Administrator grants access to company and product information for other employees at the company. Additionally, "Administrator" status may be assigned to other participants within the company account. Note that this menu item is not available to users without "Administrator" status.

Refresh Data

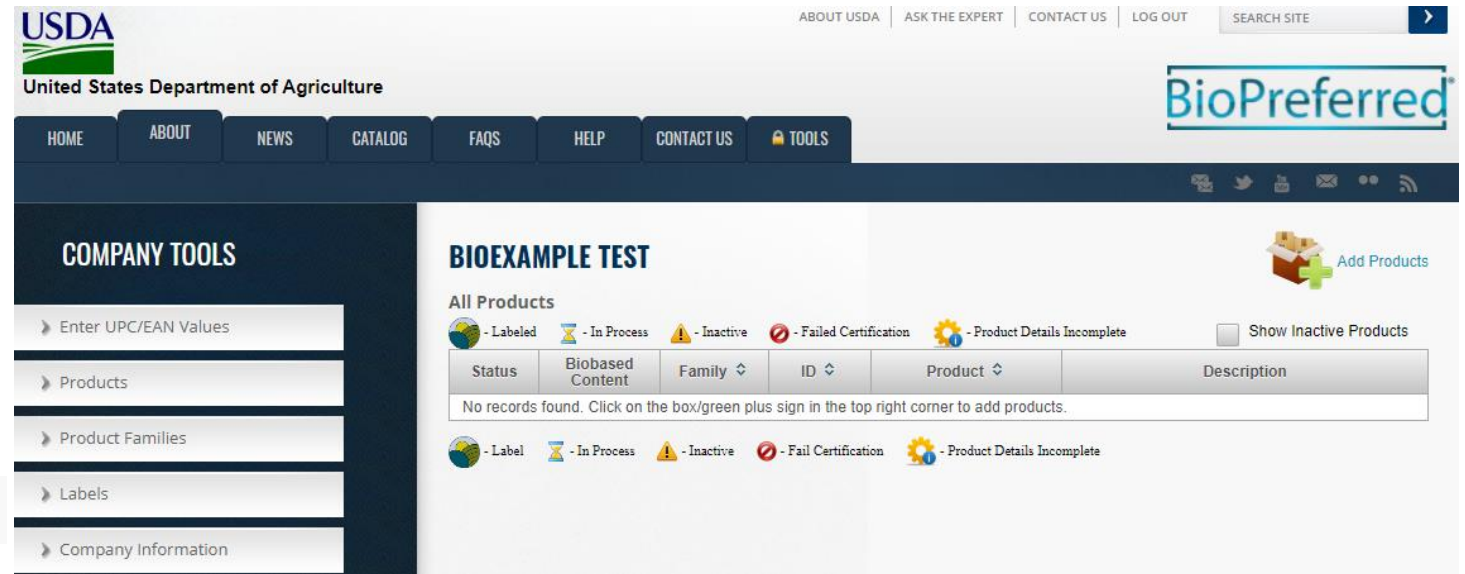
There may be times that you will need to interact with the BioPreferred support staff to ensure that your specific product data needs are met. As they make adjustments to your data directly, they may ask you press this [Refresh Browser Data](#) link in order to synchronize your browser's data with the changes they have made. This link will have no effect otherwise.

Enter Stand-alone Product Information

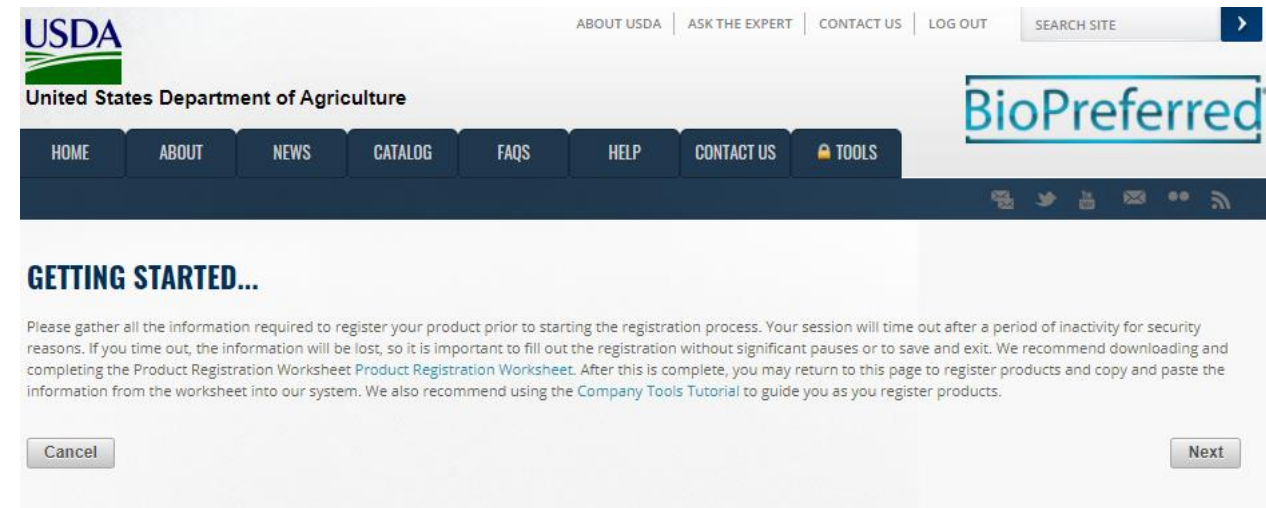
- Select the “Add Products” icon.

Note: The symbols below are a legend for the status of your products once entered.

 - Label  - In Process  - Inactive  - Fail Certification  - Product Details Incomplete



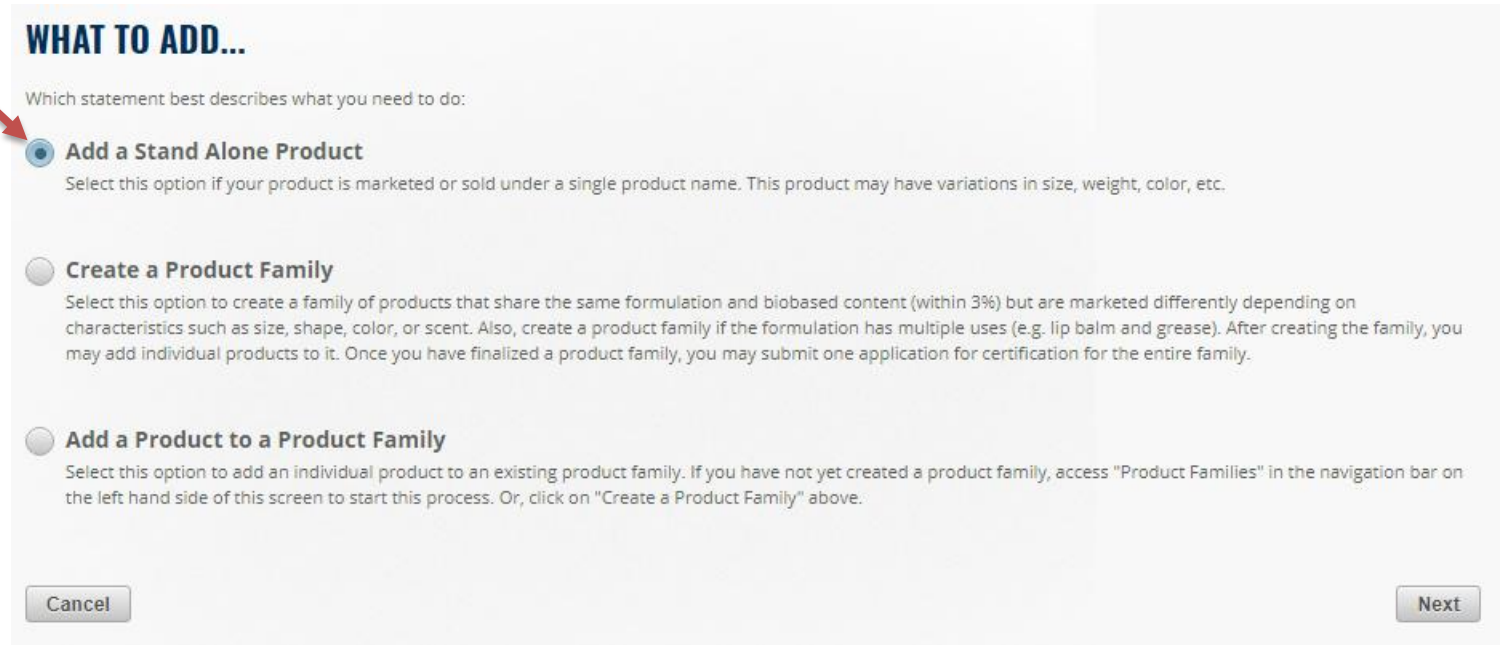
- Select “Next” on the “Getting Started...” page.



Enter Stand-alone Product Information

- Select “Add a Stand-alone Product.”
- Select “Next.”

Note: If selecting the Next button does not work, please wait a moment and try again.



WHAT TO ADD...

Which statement best describes what you need to do:

- ☒ **Add a Stand Alone Product**
Select this option if your product is marketed or sold under a single product name. This product may have variations in size, weight, color, etc.
- ☐ **Create a Product Family**
Select this option to create a family of products that share the same formulation and biobased content (within 3%) but are marketed differently depending on characteristics such as size, shape, color, or scent. Also, create a product family if the formulation has multiple uses (e.g. lip balm and grease). After creating the family, you may add individual products to it. Once you have finalized a product family, you may submit one application for certification for the entire family.
- ☐ **Add a Product to a Product Family**
Select this option to add an individual product to an existing product family. If you have not yet created a product family, access "Product Families" in the navigation bar on the left hand side of this screen to start this process. Or, click on "Create a Product Family" above.

Enter Stand-alone Product Information

- Complete all the fields on this page, where applicable.
- If you select “No” to product currently available, a box will prompt you to add the anticipated date of availability.

Note: The product name, estimated biobased content, product description, and website will be displayed in the catalog.

Important: The product name should match how it appears on its packaging, company website, and company marketing materials. Please include any brand names or symbols ®, ™, etc.

For assistance with determining the product's Estimated Biobased Content, please refer to the document [“Understanding Biobased Content.”](#)

NAME AND DESCRIPTION...

Please indicate if this product is currently available for purchase.

☐ Yes ☒ No

When is this product's anticipated date of availability? 9/21/21

* Product Name (the full, official name of the product as it would appear in a catalog, including trademark symbols, correct capitalization, and brand name):

BioExample™

* Estimated Biobased Content:

52%

* Please indicate what market this product falls under:

- ☒ Retail Product (a finished product sold to consumers or retailers; includes industrial products)
- ☐ Private Label Only Product (a finished product manufactured by your company for sale under another company's brand)
- ☐ Intermediate Product (an unfinished product intended for sale to other manufacturers where it will be further processed or used as an intermediate ingredient to create a finished product. Selecting this product type will limit category options to Intermediate categories only)
- ☐ Marketing (A sample finished product formulation intended to highlight how an intermediate product could be used to create a retail product; marketing products are not intended for sale to consumers)
- ☐ Packaging (material used to enclose or packaging a product. Selecting this product type will automatically select the Product Packaging category for your product. If you wish to add additional categories, you may do so on the 'Select categories' screen)

* Product Description: Enter information below about the product as you want it to display in the BioPreferred Catalog

BioExample™ is a soybean based paint that is resistant to UV degradation, water, and scratches and therefore is perfect for outdoor surfaces. BioExample™ comes in 65 different colors and shades.

4806 characters remaining

Enter the customer facing website that should be displayed in the BioPreferred Catalog. A direct link to the product is preferred.

optional

Enter Stand-alone Product Information

- Select the biobased raw materials that are used in the product formulation.

Note: Before selecting “Other,” please check that the raw material is not listed in the drop-down list “Other Biobased Raw Materials.” For instance, “Coconut” is listed as “Palm, Including Coconut.” If “Other” is selected, a biobased raw material source must be specified before continuing.

USDA began collecting raw material information about products in 2016, in part, because it allows USDA to estimate the number of products made from a certain raw material. This information is helpful in determining the impact of our Program on various agricultural economies and to inform our Program’s interactions with various agricultural associations.

Important Note: While this information is required for all Program participants, it is not included in our online catalog or made available to the general public.

BIOBASED RAW MATERIALS...

Which raw materials are used to make this product? Please check all that apply.

Examples:

A) If your company makes a t-shirt out of rayon and cotton, please check "Forestry / Wood" and "Cotton".

B) If your company makes a disposable container using intermediate ingredients derived from corn, soy, and sugarcane, please check "Corn", "Soy", and "Sugarcane".

☐ Algae	☐ Flax	☐ Potato
☐ Aloe	☐ Forestry / Wood	☐ Rapeseed, Including Canola Oil
☐ Animal Fat or Tallow	☐ Hemp, Kenaf, or Jute	☐ Rice
☐ Avocado	☐ Jojoba	☐ Rose
☐ Bamboo	☐ Lavender	☐ Rosemary
☐ Beeswax	☐ Leather	☐ Seaweed / Kelp
☐ Beets	☐ Microbes	☐ Shea Nuts, including Shea Butter
☐ Cassava, including Yuca and Tapioca	☐ Mint/Peppermint/Spearmint	☐ Silk
☐ Castor	☐ Municipal Solid Waste	☐ Soy
☐ Chamomile	☐ Natural Rubber (traditional)	☐ Sugarcane
☐ Citrus	☐ Olive Oil	☐ Sunflower
☐ Corn	☐ Other Plant-Derived Oils	☐ Wheat
☐ Cotton	Specify type (comma separated)	☐ Wool
☐ Down or Feathers	☐ Palm, Including Coconut	

▶ Other Biobased Raw Materials

Enter Stand-alone Product Information

According to Program policy, all products must demonstrate an innovative approach to growing, harvesting, sourcing, procuring, processing, manufacturing, or application of the biobased product.

- Select the option or options that apply to this product.
- Please provide comments to help BioPreferred Program staff understand the rationale behind your selection and to screen your product more quickly.
- Select “Next”.

Example #1: A product that uses plant-based materials in place of petroleum-based materials would meet criterion 1C.

Example #2: A product that is manufactured or processed using solar or wind energy would meet criterion 2A.

Note: Criterion 4A is exclusively for forestry derived products and as such, forestry/wood must be included as a biobased raw material ingredient.

INNOVATIVE CRITERIA...

USDA will consider as eligible only those products that use innovative approaches in the growing, harvesting, sourcing, procuring, processing, manufacturing, or application of the biobased product. USDA will consider products that meet one or more of the criteria below to be eligible for the BioPreferred program. USDA will monitor this self-validation process on a continuing basis and may exclude from the BioPreferred program any products whose manufacturers, when requested to do so by USDA, are unable to provide USDA with the documentation necessary to support claims that innovative approaches are used. These criteria are currently beginning the second phase of this program change; thus, they may be modified. Please check all that apply and provide additional information in the “Comments” field if necessary. This information will not be included in the BioPreferred Catalog.

- ☐ **Product Application 1A**
The product or material is either used or applied in applications that differ from historical applications, as determined by USDA; or
- ☐ **Product Application 1B**
The product or material is grown, harvested, manufactured, processed, sourced, or applied in other innovative ways, as approved by USDA.
- ☐ **Product Application 1C**
The biobased content of the product or material makes its composition different from products or material used for the same historical uses or applications.
- ☐ **Manufacturing and Processing 2A**
The product or material is manufactured or processed using renewable, biomass energy or using technology that is demonstrated to increase energy efficiency or reduce reliance on fossil-fuel based energy sources; or
- ☐ **Manufacturing and Processing 2B**
The product or material is manufactured or processed with technologies that ensure high feedstock material recovery and use.
- ☐ **Environmental Product Declaration**
The product has a current Environmental Product Declaration as defined by International Standard ISO 14025, Environmental Labels and Declarations – Type III Environmental Declarations - Principles and Procedures.
- ☐ **Raw Material Sourcing 4A**
The raw material used in the product is sourced from a Legal Source, a Responsible Source, or a Certified Source as designated by ASTM D7612-10, Standard Practice for Categorizing Wood and Wood-Based Products According to Their Fiber Sources (material from National Forest System land will be considered as originating from a Responsible Source)
- ☐ **Raw Material Sourcing 4B**
The raw material used in the product is 100% resourced or recycled (such as material obtained from building deconstruction), or
- ☐ **Raw Material Sourcing 4C**
The raw material used in the product is from an urban environment and is acquired as a result of activities related to a natural disaster, land clearing, right-of-way maintenance, tree health improvement, or public safety

COMMENTS If your product uses an innovative approach that is not included in the list above or if you would like to provide additional information about your product, please provide an explanation in the field below.

Previous

Next

Enter Stand-alone Product Information

- Add product application details and unique features of this product. This information will be useful to consumers and will help determine the most appropriate product category or categories for the product.
- Select “Next.”

Note: The Application Details field should describe how the product is used by the consumer. For example, the Application Details for a laundry detergent might say “Use one capful per load of laundry after pre-soaking any items with stains. Wash on cold and enjoy the fresh citrus scent!”

APPLICATION AND FEATURES...

Please provide more details about your product. Doing so will allow us to suggest product categories that best fit your product. Please note that the information that you include on this screen will appear in the BioPreferred Catalog.

Product Application and Usage *: Explain how someone would use this product. (1000 characters maximum)

BioExample™ can be applied to surfaces using a brush or paint spraying apparatus.

919 characters remaining

Unique Features: Explain what sets this product apart from the competition. People browsing our catalog may look for biobased products that qualify for AbilityOne or Buy America, have positive impacts on the climate, have specific health benefits, or contain recycled content. If this product has any specific sustainability or procurement attributes, list them here. This field may also include the type of biobased materials that are used to make this product or benefits that someone will have from using the product. (1,000 characters maximum)

BioExample™ is the first soybean based paint on the market and has been shown to resist fading, cracking, and peeling longer than other leading paints.

848 characters remaining

Previous

Next

Enter Stand-alone Product Information

Based on the information you entered for this product, potential product categories are displayed.

- Use the scroll bar to view potential options.
- If the appropriate option(s) is not displayed, select “View More.”
- Select one or more product categories (4 categories maximum) based on the way your company markets this product, and then select “Next.”

Note: If your product could be used in multiple ways but is primarily marketed for one use, please select just that category. One of the most frequent delays in processing applications comes from reconciling product categories with product marketing.

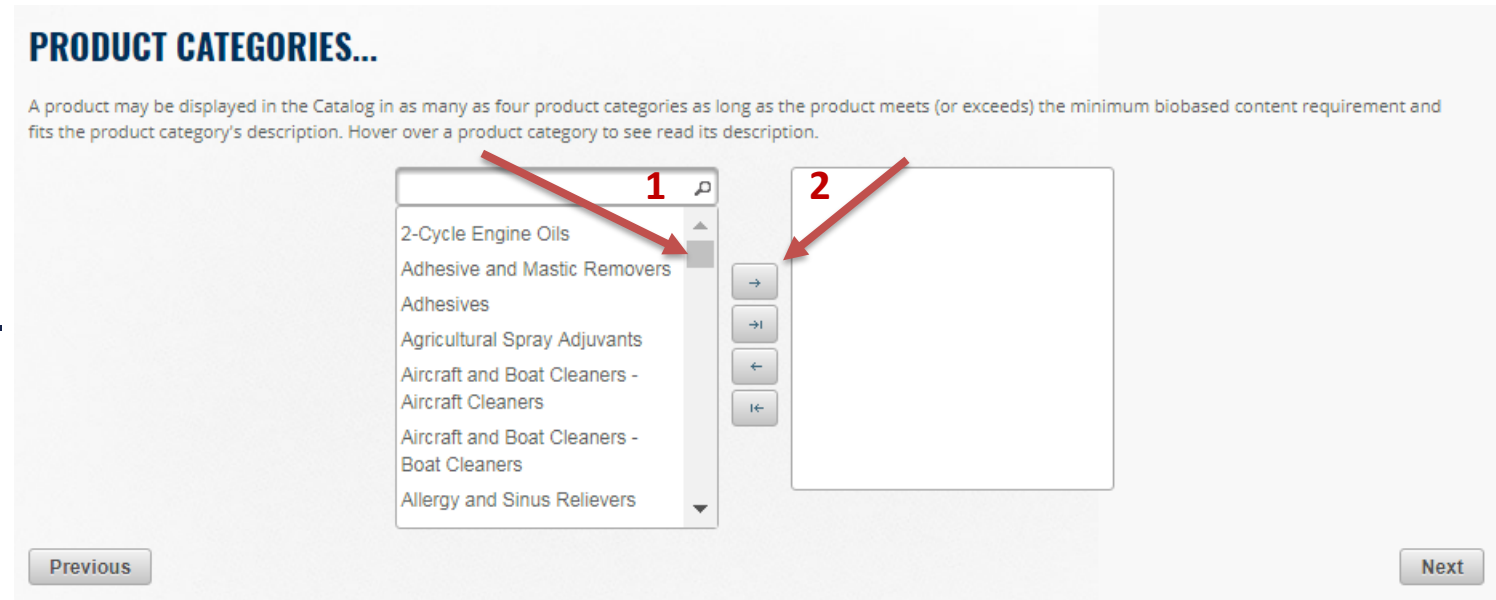
PRODUCT CATEGORIES...

Using the information that you provided, the following categories may be appropriate for this product. Select up to 4 categories for this product. If the most appropriate categories are not shown on this screen, click "View More" a complete list of product categories. If your product does not fit within any category, click "Next."

- ☐ **Laundry Products - General Purpose**
Products that are designed to clean, condition, or otherwise affect the quality of the laundered material. These are laundry products used for regular cleaning activities.
- ☐ **Industrial Cleaners**
Products used to remove contaminants, such as adhesives, inks, paint, dirt, soil, and grease, from parts, products, tools, machinery, equipment, vessels, floors, walls, and other production-related work areas. The cleaning products within this item are usually solvents, but may take other forms. They may be used in either straight solution or diluted with water in pressure washers, or in hand wiping applications in industrial or manufacturing settings, such as inside vessels. Task-specific cleaners used in industrial settings, such as parts wash solutions, are not included in this definition.
- ☐ **Thermal Shipping Containers - Durable**
Insulated containers designed for shipping temperature-sensitive materials. These are thermal shipping containers that are designed to be reused over an extended period of time.
- ☐ **Multipurpose Cleaners**
Products used to clean dirt, grease, and grime from a variety of items in both industrial and domestic settings. This designated item does not include products that are formulated for use as disinfectants.
- ☐ **Fertilizers**
Products formulated or processed to provide nutrients for plant growth and/or beneficial bacteria to convert nutrients into plant usable forms. Biobased fertilizers, which are likely to consist mostly of biobased components, may include both biobased and chemical components.
- ☐ **Laundry Products - Pretreatment/Spot Removers**
Products that are designed to clean, condition, or otherwise affect the quality of the laundered material. These are laundry products specifically used to pretreat laundry to assist in the removal of spots and stains during laundering.
- ☐ **Dishwashing Products**

Enter Stand-alone Product Information

- If you chose “View More” on the previous screen, additional product categories will be displayed as pictured on this slide.
- Use the scroll bar from the left box to view additional categories. (1)
- To choose a category, highlight that category on the menu to the left and then click on the right arrow (2) to add the category. *(The cursor can also be used to drag categories from one pane to the other.)*



Enter Stand-alone Product Information

- If your stand-alone product has variations in scent, size, color, shape, etc., list them here.
- Add multiple variations by listing them in the blank field, separated by commas, and then selecting “add” (1).
- Variations can be added one at a time by selecting “Add Single Variation” (2).
- Select “Next.”
- If there are no variations, select “Next.”

POSSIBLE VARIATIONS...

PRODUCT NAME: BIOLAUNDRY

Variations account for the different sizes, shapes, and other manifestations of this product. Please add each marketable variation (40 character max). Possible examples:

- bowl 6inch blue
- bowl 6inch red
- plate 7inch white
- plate 8inch white

Use this field to add multiple variations quickly. Enter a comma separated list (example: SMALL, MEDIUM, LARGE) of variations. These will be combined with those already in the list below.

add

[Add Single Variation](#)

Variation	
✖	unscented 64 oz
✖	unscented 108 oz
✖	citrus 64 oz
✖	citrus 108 oz

Previous

Next

Enter Stand-alone Product Information

- If applicable, please provide the information displayed on this page. This information is optional and not required.
- Select “Next” when complete or if the information is Not Applicable.

Note: Your product will be listed in the BioPreferred Program’s catalog and visible to other federal agencies even if you don’t have a National Stock Number.

SHARE PRODUCT INFORMATION...

The BioPreferred program has agreements with other Federal agencies to share information about biobased products that are available for purchase. Some of these agencies require a National Stock Number (NSN) in order to add your product to their catalog.

National Stock Number

UPC Field

EAN Field

ASIN Field

Manufacturer Number

Model Number

Enter Stand-alone Product Information

- Enter the name of the product's manufacturer. This information will not be displayed in the Catalog.
- Select the appropriate response for the supplemental questions. *(Responses to the PFAS and Buy America questions are for internal use only.)*
- Select "Next."

ADDITIONAL INFORMATION...

(1) Please provide the name of the product's manufacturer.

* Name of Manufacturer
 required

(2) Does this product contain any intentionally added Per-and polyfluoroalkyl substances (PFAS)?

☐ Yes ☐ No ☒ Unsure

Comment: The Federal Sustainability Plan prioritizes the procurement of products without PFAS, so including this information helps federal buyers.

optional

(3) Does this product meet the Buy America requirements outlined in the [Build America, Buy America Act](#).

☐ Yes ☐ No ☒ Unsure

Comment: Including this information helps federal buyers.

optional

(4) Is this product listed on a Federal supply schedule? Please select yes if the product is listed on GSA schedule, GSA Advantage!, Multiple awards schedule, etc.

☐ Yes ☒ No

(5) Provide additional information that will assist consumers in making purchasing decisions. This information will also display in the Catalog.

Other Information: Enter any other helpful information pertaining to this product.

optional

5000 characters remaining

Enter Stand-alone Product Information

- To include standards for which your product has been tested, certified, or approved, select “Include one or more standards to which [Product Name] complies.”
- Use the drop-down menu to select the first standard.
- Use the “Add” button to include additional standards.
- Select “Next.”

Note: Including applicable standards may be useful to potential federal purchasers, and any standards added to your product will appear in the Catalog.

INDUSTRY STANDARDS...

Provide any industry, government, or military standard for which soap has been tested, certified, or approved. This information may be useful to potential federal purchasers and will appear in the Catalog. If you do not wish to add any standards, please click "Next." Note: ASTM D6866 is not included among the list of Industry Standards because the voluntary labeling initiative uses this test method to evaluate whether a product is eligible for the USDA Certified Biobased product label.

☐ Include one or more standards to which soap complies

Choose Standard

[optional fields]

Name of Lab

Lab Id

City where Lab is located

State - OR - Region or Province (Non-US Countries)

Country

Clear Add Previous Next

Two red arrows are present: one pointing to the 'Choose Standard' dropdown menu and another pointing to the 'Add' button.

Enter Stand-alone Product Information

- Review previously entered information. You may use the “Previous” button to amend any additional information.
- This information will appear in the BioPreferred® Program Catalog, so please be sure the information is how you want it to appear.
- If an application will be submitted for participation in the voluntary labeling initiative, the estimated biobased content will be replaced with the certified biobased content after the product is tested.

FINAL REVIEW...

The information on this page will be displayed in the Catalog. Please check this information carefully to ensure that it represents your company and product accurately. (If you are submitting an application for certification, the estimated biobased content will be replaced with the certified biobased content automatically after the product completes testing.)

Product Name	BioExample™
Product Ready Date	Tue Sep 21 00:00:00 CDT 2021
Product Description	BioExample™ is a soybean based paint that is resistant to UV degradation, water, and scratches and therefore is perfect for outdoor surfaces. BioExample™ comes in 65 different colors and shades.
Est Biobased Content	52%
Product Categories	[20%] - Interior Paints and Coatings - Latex and Waterborne Alkyd
Product Application	BioExample™ can be applied to surfaces using a brush or paint spraying apparatus.
Unique Feature	BioExample™ is the first soy bean based paint on the market and it has been shown to resist fading, cracking and peeling 47% longer than other leading paint brands.
External Identifiers (UPC, EAN, etc.)	

Previous

Next

Note: Once a product is submitted for certification, no additional edits may be made except by BioPreferred Program Staff Members. Please contact us if you need to make a change.

Enter Stand-alone Product Information

DECISION POINT!

- If you wish to apply for certification/label at this time, select “I want to apply for certification” and then click “Finish.” You may choose to apply for certification at a later time.
- If you wish to register a product for participation in the mandatory federal purchasing initiative only, select “I do NOT want to apply for certification” and then click “Finish.”

Note: If your product is in a category that does not qualify for Mandatory Federal Purchasing, the only option will be “I want to apply for certification.”

CATALOG INCLUSION...

To be included in the BioPreferred Catalog a product or Product Family must meet one or both of the following conditions:

- FP** **Mandatory Federal Purchasing**
The product's biobased content meets or exceeds the minimum biobased content requirement for one or more product categories identified by USDA as a part of the mandatory federal purchasing initiative. Products within these categories are given preference by federal agencies and their contractors when making purchasing decisions.
-  **USDA Certified Biobased Product**
The product was certified through the Voluntary Labeling Initiative and has earned the right to display the USDA Certified Biobased Product label.

- ☒ **I want to apply for certification.**
If the product meets some initial criteria, the BioPreferred program will inform you of next steps. All certified products are placed in the BioPreferred Catalog.
- ☐ **I do NOT want to apply for certification.**
I wish to participate ONLY in the Mandatory Federal Purchasing Program at this time. I acknowledge that I can choose to apply for certification at a later date.

Previous

Finish

The categories you selected have not been designated for preferred Federal purchasing. In order to participate in the Program and have this product appear in the Catalog, you must submit your product for testing when prompted to do so by BioPreferred Program staff members. These products will appear in the catalog after testing is completed and a notice of certification has been issued.

- ☒ **I want to apply for certification.**
You will be asked to describe the product. The Company Tools database will suggest product categories based on your descriptions. You may choose up to four product categories, which may or may not be those that have been identified for mandatory federal purchasing. If the product meets some initial criteria, the BioPreferred program will inform you of next steps. All certified products are placed in the BioPreferred Catalog.

Enter Stand-alone Product Information

- Congratulations, you have successfully added a product!
- The product you entered and any other products in your account will be displayed on the Product screen.
- You are able to edit product information by clicking on the product for any products that have not been submitted for certification.

Note: Once a product is submitted for certification, it is shielded from the Catalog until the certification process is complete.

The screenshot displays the USDA BioPreferred website interface. The top navigation bar includes links for ABOUT USDA, ASK THE EXPERT, CONTACT US, LOG OUT, and a SEARCH SITE button. The main header features the USDA logo and the BioPreferred logo. A left sidebar contains a 'COMPANY TOOLS' menu with options: Audit, Enter UPC/EAN Values, Products, Product Families, Labels, Company Information, and Users. The main content area is titled 'BIOBASED CLEANER' and shows a table of 'All Products' with columns for Biobased Content, Family, ID, Product, and Description. The table lists two products: 'Est 72%' (BioLaundry) and 'Cert 86%' (Biobased Packaging). A 'Product Information' modal window is open, showing details for 'BIOLAUNDRY'. The modal has tabs for 'Product Details' and 'Product Label'. The 'Product Details' tab is active, showing fields for Product Name (BioLaundry), Product ID (62212), Product Website (www.biolaundry.com), Product Description (Liquid laundry detergent for high efficiency washers made using plant derived cleaning agents.), Biobased Content (72%), Product Categories ([34%] - Laundry Products - General Purpose), Product Application (Pour 1 oz of detergent into washing machine to launder.), Unique Feature (Plant based cleaning agents, designed for cold water washing.), and External Identifiers (UPC, EAN, etc.). At the bottom of the modal, there is an 'Apply For Certification' button and 'Edit' and 'Close' buttons. A red arrow points to the 'Edit' button.

Biobased Content	Family	ID	Product	Description
Est 72%		60344	BioLaundry	liquid laundry detergent for high efficiency washers made using plant derived cleaning agents.
Cert 86%		60346	Biobased Packaging	Multi-layer

Product Name	Product ID	Product Website	Product Description	Biobased Content	Product Categories	Product Application	Unique Feature	External Identifiers (UPC, EAN, etc.)
BioLaundry	62212	www.biolaundry.com	Liquid laundry detergent for high efficiency washers made using plant derived cleaning agents.	72%	[34%] - Laundry Products - General Purpose	Pour 1 oz of detergent into washing machine to launder.	Plant based cleaning agents, designed for cold water washing.	

Apply for Stand-alone Product Certification

Applying for Certification

If you did not select the checkbox (as seen on Slide #51) “I want to apply for Certification,” you may choose to do so at a later time.

- Select a product.
- Select “Apply For Certification.”

The screenshot displays the USDA BioPreferred portal interface. The top navigation bar includes links for ABOUT USDA, ASK THE EXPERT, CONTACT US, LOG OUT, and a SEARCH SITE button. The main header identifies the United States Department of Agriculture and the BioPreferred program. A left sidebar contains a 'COMPANY TOOLS' menu with options: Audit, Enter UPC/EAN Values, Products, Product Families, Labels, Company Information, and Users. The main content area is titled 'BIOBASED CLEANER' and shows a table of 'All Products' with filters for Labeled, In Process, Inactive, Failed Certification, Product Details Incomplete, and Show Inactive Products. The table lists two products: 'Est 72%' (BioLaundry) and 'Cert 86%' (Biobased Packaging). A 'Product Information' modal window is open for 'BIOEXAMPLE™', showing details for 'FP' (Product Name), '62215' (Product ID), '09-21-2021' (Product Ready Date), and a description of the soybean-based paint. The modal includes an 'Apply For Certification' button and 'Edit' and 'Close' buttons.

Biobased Content	Family	ID	Product	Description
Est 72%		60344	BioLaundry	liquid laundry detergent for high efficiency washers made using plant derived cleaning agents.
Cert 86%		60346	Biobased Packaging	Multi-layer

Product Information

BIOEXAMPLE™

Product Details | Product Label

Product Name FP

Product ID 62215

Product Ready Date 09-21-2021

Product Description BioExample™ is a soybean based paint that is resistant to UV degradation, water, and scratches and therefore is perfect for outdoor surfaces. BioExample™ comes in 65 different colors and shades.

Biobased Content 52%

Product Categories [20%] - Interior Paints and Coatings - Latex and Waterborne Alkyd

Product Application BioExample™ can be applied to surfaces using a brush or paint spraying apparatus.

Unique Feature BioExample™ is the first soy bean based paint on the market and it has been shown to resist fading, cracking and peeling 47% longer than other leading paint brands.

External Identifiers (UPC, EAN, etc.)

Apply For Certification Edit Close

Applying for Certification

- This screen summarizes the initial determination of whether the product qualifies for the selected categories. In this example, the product's estimated biobased content meets the minimum established for the selected category and qualifies it for the certification process.
- A list of users identified with your company is available in the drop-down box.

CERTIFIED LABEL APPLICATION: GENERAL INFORMATION...

BIOLAUNDRY

If the following information is inaccurate, edit prior to filling out this label application.

Estimated biobased content: 72%

Product Categories chosen for BioLaundry:
[34%] - Laundry Products - General Purpose

The minimum biobased content required to pass product testing is 34%. The estimated biobased content of this product meets or exceeds the minimum.

Please select a contact for this application:

Beth Espitia

Cancel

Next

Note: A product becomes eligible to display the USDA Certified Biobased Product label only after you receive the Notice of Certification from USDA. Displaying the USDA Certified Biobased Product label without certification is a violation of the BioPreferred Program Brand Guidelines.

Applying for Certification

- If this product has the same formulation and biobased content (within 3%) of a USDA Certified Biobased Product belonging to another company in your supply chain (such as your manufacturer or your customer), you may request their label ID, and your product will not have to be tested. Select the Test Exempt Box and then enter the Label ID of the certified product (**the Label ID is not the same as the Product ID**).
- Select “Next.”

CERTIFIED LABEL APPLICATION: EXEMPT FROM TESTING...

☒ Test Exempt Product.

Check this box if this product or product family has the same formulation and biobased content (within 3%) of a USDA Certified Biobased product or product family from another company in your supply chain. You will be prompted to enter the Product ID of the certified product or product family. BioPreferred program staff will review this information to determine if your product is exempt from testing with ASTM D6866.

Enter Label ID against which to exempt testing

required

Cancel

Next

Note: Exemptions such as this are not a common occurrence and will prompt BioPreferred Program staff to request more information regarding the relationship between your company and the company with the certified label.

Applying for Certification

Note: You will only see this screen if a pesticide or disinfectant category is selected.

- If your product is a pesticide or disinfectant, and if your product has been registered with EPA, select the first box. You will then be prompted to enter the Registration Number and Signal word. *Note: If you are waiting for a Registration Number from the EPA, please enter "0."*
- Select "Next."

CERTIFIED LABEL APPLICATION: PESTICIDES...

We noticed that this product has been designated in one of the pesticides categories (the EPA's definition of pesticides includes antimicrobial pesticides intended to disinfect or sanitize). Because pesticides are regulated by the [Environmental Protection Agency](#), applicants are required to provide the following EPA pesticide registration information.

☒ This product, BioBug, has been registered with the EPA.

Registration Number *

required

Signal Word *

required

☐ This product, BioBug, is exempt from registration under Federal Insecticide, Fungicide, and Rodenticide Act (FIRFA) [Section 25\(b\)](#).

Previous

Next

Applying for Certification

- If both the product and its packaging are biobased, you may choose to have the label indicate the percentage of biobased content for both. To do so, select the box that states, “[Product Name] requires packaging indicators.”
- Previously certified products for your company will be listed. Select the certified product that applies, then select the → arrow.
- Select “Next.”

ADDITIONAL LABEL INDICATOR...

BIOLAUNDRY

Often times both a product and its packaging are made from biobased materials. In this case the BioPreferred Certified Label can show both the product and packaging certified content amounts. In the case that more than one package is used, you can request multiple packaging products be aligned with BioLaundry. You will add one of the approved packaging when you download your label.

☐ BioLaundry requires packaging indicators.

Previous



Note: If the packaging has not yet been certified, you must first add it as a stand-alone product in the Product Packaging category and apply for certification.

Label Application Wizard

REQUEST SECONDARY STAMP ON LABEL

BioLaundry

Often times both a product and its packaging are made from biobased materials. In this case the BioPreferred Certified Label can show both the product and packaging certified content amounts. In the case that more than one package is used, you can request multiple packaging products be aligned with BioLaundry. You will add one of the approved packaging when you download your label.

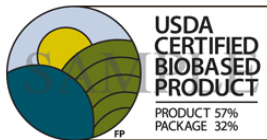
☒ BioLaundry requires packaging indicators.

Your company, BioLiving, has the following certified packaging products:

→
→
←
←

Click [here](#) if your product requires packaging from other BioPreferred companies.

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Applying for Certification

- Read and check each box certifying and agreeing to the following disclaimers.
- Select “Submit Application.”

DISCLAIMER...

By checking each box, I certify and agree to the following:

☐	The product/package for which certification is sought meets the definition of a biobased product as defined by the U.S. Department of Agriculture: <i>Biobased Product. A product determined by USDA to be a commercial or industrial product (other than food or feed) that is: (1) Composed, in whole or in significant part, of biological products, including renewable domestic agricultural materials and forestry materials; or (2) An intermediate ingredient or feedstock. 7 Code of Federal Regulations 3201.2</i>
☐	After receipt of USDA approval of this application and prior to my first use of the label on the product identified in this application, the following information will be posted on the BioPreferred website (http://www.biopreferred.gov/catalog): (1) the product's brand name(s), (2) applicant contact information, (3) the product's biobased content, and (4) a hot link directly to the manufacturer's Web site (if available).
☐	The product /package for which I am applying for certification will be subjected to independent laboratory testing of biobased content, and the fees for that testing are my responsibility. I understand that I will be provided with a list of ISO 17025 compliant/conformant testing facilities. The biobased content of the product or package will be determined using ASTM Method D6866 , Standard Test Methods for Determining the Biobased Content of Solid, Liquid, and Gaseous Samples Using Radiocarbon Analysis.
☐	Company, Company Contact(s) and Product information will be sent to non-government entities working in partnership with USDA to make these certifications.

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Submit Application

Add Additional Stand-alone Products

- Congratulations! You have successfully applied for certification for this product.



- **Do not proceed until you have been contacted by the BioPreferred Program.**
- If you are finished entering products, please read about [What Happens Next?](#)
- If not, use the left navigation menu to enter information for additional products, apply for certification for registered products, or manage existing labels. Add products by selecting the icon



The screenshot shows the USDA BioPreferred program website. The top navigation bar includes links for ABOUT USDA, ASK THE EXPERT, CONTACT US, LOG OUT, and a SEARCH SITE button. The BioPreferred logo is prominently displayed on the right. Below the navigation bar, there's a 'COMPANY TOOLS' sidebar with links for Audit, Enter UPC/EAN Values, Products, Product Families, Labels, Company Information, and Users. The main content area is titled 'BIOBASED CLEANER' and features an 'Add Products' button with a box icon. Below this, there's a table of 'All Products' with columns for Biobased Content, Family, ID, Product, and Description. The table lists two products: 'BioLaundry' (Est 72%, ID 60344) and 'Biobased Packaging' (Cert 86%, ID 60346). Above the table, there are status filters: Labeled, In Process, Inactive, Failed Certification, and Product Details Incomplete. A 'Show Inactive Products' link is also present. The footer of the website contains various links including USDA.gov, Site Map, Policies & Links, Our Performance, Report Fraud on USDA Contracts, Visit OIG, Plain Writing, Open, and Digital Strategy.

	Biobased Content	Family	ID	Product	Description
	Est 72%		60344	BioLaundry	liquid laundry detergent for high efficiency washers made using plant derived cleaning agents.
	Cert 86%		60346	Biobased Packaging	Multi-layer

Create a Product Family

Create a Product Family

- Creating a product family allows you to apply for a single certification/label for a family of products, saving you time and effort!
- Product families include multiple products that share the same formulation and biobased content (within 3%) but are marketed differently. A product family includes a single formulation with varying uses (e.g. lip balm and grease).
- To create a product family, select “Product Families” from the left navigation menu.
- Select the icon.



USDA
United States Department of Agriculture

ABOUT USDA | ASK THE EXPERT | CONTACT US | LOG OUT | SEARCH SITE

BioPreferred

HOME ABOUT NEWS CATALOG FAQs HELP CONTACT US TOOLS

COMPANY TOOLS

- › Audit
- › Enter UPC/EAN Values
- › Products
- › Product Families
- › Labels
- › Company Information
- › Users

BIOBASED CLEANER

All Products

- Labeled - In Process - Inactive - Failed Certification - Product Details Incomplete Show Inactive Products

	Biobased Content	Family	ID	Product	Description
	Est 72%		60344	BioLaundry	liquid laundry detergent for high efficiency washers made using plant derived cleaning agents.
	Cert 86%		60346	Biobased Packaging	Multi-layer

- Label - In Process - Inactive - Fail Certification - Product Details Incomplete

USDA.gov | Site Map | Policies & Links | Our Performance | Report Fraud on USDA Contracts | Visit OIG | Plain Writing | Open | Digital Strategy

Create a Product Family

- Select “Create a Product Family”
- Then select “Next.”

WHAT TO ADD...

Which statement best describes what you need to do:

☐ **Add a Stand Alone Product**
Select this option if your product is marketed or sold under a single product name. This product may have variations in size, weight, color, etc.

☒ **Create a Product Family**
Select this option to create a family of products that share the same formulation and biobased content (within 3%) but are marketed differently. Also, create a product family if the formulation has multiple uses (e.g. lip balm and grease). After creating a family, you may add individual products to it. Once you have finalized a product family, you may submit one application for certification for the entire family.

☐ **Add a Product to a Product Family**
Select this option to add an individual product to an existing product family. If you have not yet created a product family, access "Product Families" in the navigation bar on the left hand side of this screen to start this process. Or, click on "Create a Product Family" above.

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Create a Product Family

- Complete all the information on this page.

For assistance with determining the product family's Estimated Biobased Content, please refer to our document "[Understanding Biobased Content](#)."

Note: Product family information will not be displayed in the Catalog and is for internal purposes only.

NAME AND DESCRIPTION...

Please indicate if this product is currently available for purchase.

* Name by which you will reference this product family:

required

* Estimated Biobased Content:

7%

* Description of this product family:

required

5000 characters remaining

Previous

Next

Create a Product Family

- Congratulations! You have created a product family.
- You will now enter products with the same formulation (within 3% biobased content) that are marketed differently or have different uses. Please enter all products in the family.
- Select “Add New Product.” You may also select, “Add Existing Products” if the product has already been entered.

Note: If you are adding a product to an already certified family, please notify BioPreferred Program staff by emailing help@usdabiopreferred.net. Program staff will need to review the new product before it can be certified. The entire family of products will be shielded from the Catalog until that time.

FAMILY OF PRODUCTS...

PRODUCT FAMILY: PEST FREE

Product families are used to organize products with similar compositions (formulation with 3%). Due to the common compositions of the products in a family, a product family may apply for a BioPreferred Biobased Certified Product Label instead of applying for a certification for each product in the family.

 [Add New Product](#)  [Add Existing Products](#)

	Product	Description	Variations
No records found.			

[Previous](#) [Next](#)

Add Products to a Product Family

- Complete all the information on this page.

If you select “No” to product currently available, a box will prompt you to add the anticipated date of availability.

Note: The product name, estimated biobased content, product description, and website will be displayed in the Catalog.

Important: The product name should match how it appears on its packaging, company website, and company marketing materials. Please include any brand names or symbols ®, ™, etc.

ADDING PRODUCT TO A FAMILY...

PRODUCT FAMILY: BIOEXAMPLE

* Product Name (the full, official name of the product as it would appear in a catalog, including trademark symbols, correct capitalization, and brand name)
 required

Please indicate if this product is currently available for purchase.
☒ Yes ☐ No

Please indicate what market this product falls under: *

☒ Retail Product (a finished product sold to consumers or retailers; includes industrial products)

☐ Private Label Only Product (a finished product manufactured by your company for sale under another company's brand)

☐ Intermediate Product (an unfinished product intended for sale to other manufacturers where it will be further processed or used as an intermediate ingredient to create a finished product. Selecting this product type will limit category options to Intermediate categories only)

☐ Marketing (A sample finished product formulation intended to highlight how an intermediate product could be used to create a retail product; marketing products are not intended for sale to consumers)

☐ Packaging (material used to enclose or packaging a product. Selecting this product type will automatically select the Product Packaging category for your product. If you wish to add additional categories, you may do so on the 'Select categories' screen)

* Product Description
 required

5000 characters remaining.

* Application Details
 required

500 characters remaining.

Enter the customer facing website that should be displayed in the BioPreferred Catalog. A direct link to the product is preferred.
 optional

Unique Features:
 optional

1000 characters remaining.

Add Products to a Product Family

Select the raw materials that are used in your product formulation.

Note: Before selecting “Other,” please check that the raw material is not listed in the drop-down list “Other Biobased Raw Materials.” For instance, “Coconut” is listed as “Palm, Including Coconut.” If “Other” is selected, a biobased raw material source must be specified before continuing.

USDA began collecting raw material information about products in 2016, in part, because it allows USDA to estimate the number of products made from a certain raw material. This information is helpful in determining the impact of our Program on various agricultural economies and to inform our Program’s interactions with various agricultural associations.

RAW MATERIALS...

Which raw materials are used to make this product? Please check all that apply.

Examples:

A) If your company makes a t-shirt out of rayon and cotton, please check "Forestry / Wood" and "Cotton".

B) If your company makes a disposable container using intermediate ingredients derived from corn, soy, and sugarcane, please check "Corn", "Soy", and "Sugarcane".

☐ Algae	☐ Forestry / Wood	☐ Rice
☐ Aloe	☐ Hemp, Kenaf, or Jute	☐ Seaweed / Kelp
☐ Animal Fat or Tallow	☐ Leather	☐ Shea Nuts, including Shea Butter
☐ Bamboo	☐ Microbes	☐ Silk
☐ Cassava, including Yuca and Tapioca	☐ Municipal Solid Waste	☐ Soy
☐ Castor	☐ Natural Rubber (traditional)	☐ Sugar Beets
☐ Citrus	☐ Olive Oil	☐ Sugarcane
☐ Corn	☐ Other Plant-Derived Oils	☐ Wheat
☐ Cotton	Specify type (comma separated)	☐ Wool
☐ Down or Feathers	☐ Palm, Including Coconut	☐ Other Specify type (comma separated)
☐ Flax	☐ Rapeseed, Including Canola Oil	

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Important Note: While this information is required for all Program participants, it is not included in our online catalog or made available to the general public.

Add Products to a Product Family

According to Program policy, all products must demonstrate an innovative approach to growing, harvesting, sourcing, procuring, processing, manufacturing, or application of the biobased product.

- Select the option or options that apply to this product.
- Please provide comments to help BioPreferred Program staff understand the rationale behind your selection and to screen your product more quickly.
- Select “Next”.

Example #1: A product that uses plant-based materials in place of petroleum-based materials would meet criterion 1C.

Example #2: A product that is manufactured or processed using solar energy would meet criterion 2A.

Note: Criterion 4A is exclusively for forestry derived products.

INNOVATIVE CRITERIA...

USDA will consider as eligible only those products that use innovative approaches in the growing, harvesting, sourcing, procuring, processing, manufacturing, or application of the biobased product. USDA will consider products that meet one or more of the criteria below to be eligible for the BioPreferred program. USDA will monitor this self-validation process on a continuing basis and may exclude from the BioPreferred program any products whose manufacturers, when requested to do so by USDA, are unable to provide USDA with the documentation necessary to support claims that innovative approaches are used. These criteria are currently beginning the second phase of this program change; thus, they may be modified. Please check all that apply and provide additional information in the “Comments” field if necessary. This information will not be included in the BioPreferred Catalog.

- ☐ Product Application 1A
The product or material is either used or applied in applications that differ from historical applications, as determined by USDA; or
- ☐ Product Application 1B
The product or material is grown, harvested, manufactured, processed, sourced, or applied in other innovative ways, as approved by USDA.
- ☐ Product Application 1C
The biobased content of the product or material makes its composition different from products or material used for the same historical uses or applications.
- ☐ Manufacturing and Processing 2A
The product or material is manufactured or processed using renewable, biomass energy or using technology that is demonstrated to increase energy efficiency or reduce reliance on fossil-fuel based energy sources; or
- ☐ Manufacturing and Processing 2B
The product or material is manufactured or processed with technologies that ensure high feedstock material recovery and use.
- ☐ Environmental Product Declaration
The product has a current Environmental Product Declaration as defined by International Standard ISO 14025, Environmental Labels and Declarations – Type III Environmental Declarations - Principles and Procedures.
- ☐ Raw Material Sourcing 4A
The raw material used in the product is sourced from a Legal Source, a Responsible Source, or a Certified Source^b as designated by ASTM D7612-10, Standard Practice for Categorizing Wood and Wood-Based Products According to Their Fiber Sources (material from National Forest System land will be considered as originating from a Responsible Source)
- ☐ Raw Material Sourcing 4B
The raw material used in the product is 100% resourced or recycled (such as material obtained from building deconstruction), or
- ☐ Raw Material Sourcing 4C
The raw material used in the product is from an urban environment and is acquired as a result of activities related to a natural disaster, land clearing, right-of-way maintenance, tree health improvement, or public safety

COMMENTS If your product uses an innovative approach that is not included in the list above or if you would like to provide additional information about your product, please provide an explanation in the field below.

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Add Products to a Product Family

Based on the information you entered for this product, potential product categories are displayed.

- Use the scroll bar to view potential options.
- If the appropriate option(s) is not displayed, select “View More.”
- Select one or more product categories (4 categories maximum) based on the way your company markets this product, and then select “Next.”

Note: If your product could be used in multiple ways but is primarily marketed for one use, please select just that category. One of the most frequent delays in processing applications comes from reconciling product categories with product marketing.

PRODUCT CATEGORIES...

Using the information that you provided, the following categories may be appropriate for this product. Select up to 4 four categories for this product. If the most appropriate categories are not shown on this screen, click “View More” a complete list of product categories. If your product does not fit within any category, click “Next.”

- ☐ **Disposable Containers**
Products designed to be used for temporary storage or transportation of materials including, but not limited to, food items.
- ☐ **Bath Products**
Personal hygiene products including bar soaps, liquids, or gels that are referred to as body washes, body shampoos, or cleansing lotions, but excluding products marketed as hand cleaners and/or hand sanitizers.
- ☐ **Fluid-Filled Transformers - Synthetic Ester-Based**
Electric power transformers that are designed to utilize a synthetic ester-based dielectric (non-conducting) fluid to provide insulating and cooling properties.
- ☐ **Multipurpose Cleaners**
Products used to clean dirt, grease, and grime from a variety of items in both industrial and domestic settings. This designated item does not include products that are formulated for use as disinfectants.
- ☐ **Graffiti and Grease Removers**
Industrial solvent products formulated to remove automotive, industrial, or kitchen soils and oils, including grease, paint, and other coatings, from hard surfaces.
- ☐ **Mobile Equipment Hydraulic Fluids**
Hydraulic fluids formulated for general use in nonstationary equipment, such as tractors, end loaders, or backhoes.
- ☐ **Lotions and Moisturizers**
Creams and oils used to soften and treat damaged skin.
- ☐ **Animal Cleaning Products**
Products designed to clean, condition, or remove substances from animal hair or other parts of an animal.

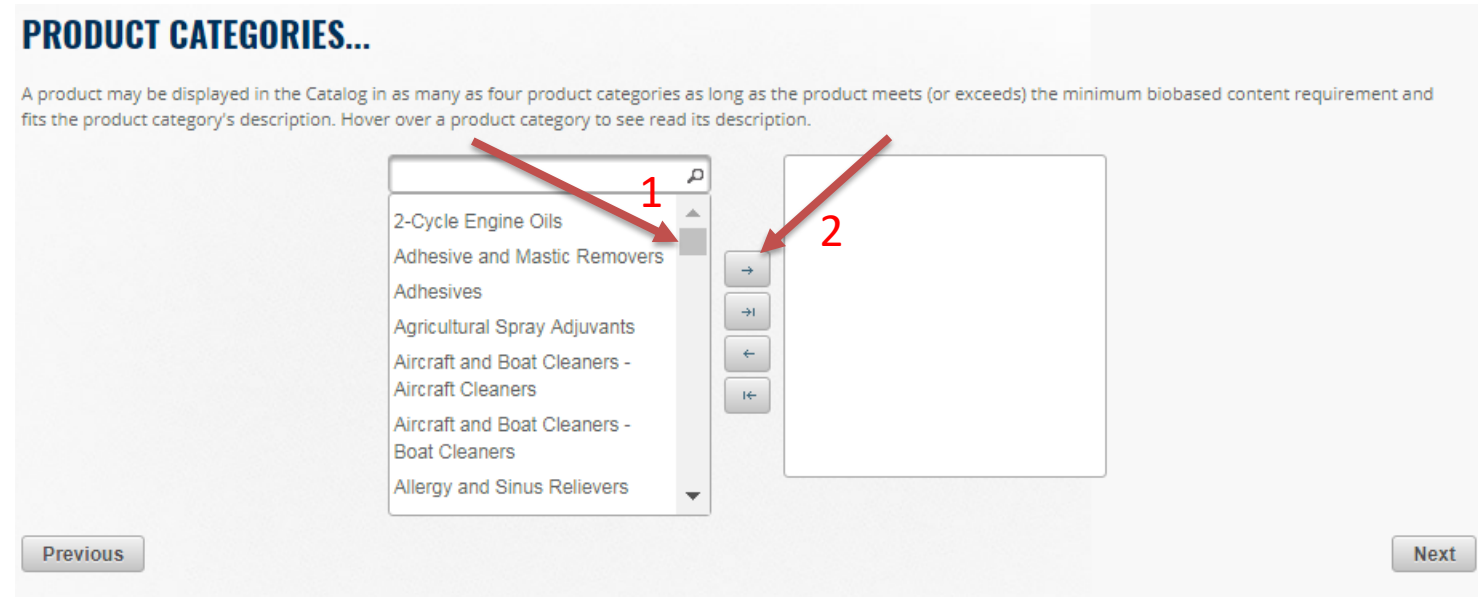
☐ View More

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Add Products to a Product Family

- If you chose “View More” on the previous screen, additional product categories will be displayed as pictured on this slide.
- Use the scroll bar from the left menu box to view additional categories. (1)
- To choose a category, highlight that category on the menu to the left and then select the right arrow (2) to add the category.



Add Products to a Product Family

- If your product has variations in scent, size, color, shape, or other, list them here.
- Add multiple variations by listing them in the blank field, separated by commas, and then selecting “add” (1).
- Add variations one at a time by clicking “Add Single Variation” (2).
- When finished with this page, select “Next.”

POSSIBLE VARIATIONS...

PRODUCT FAMILY: PEST FREE

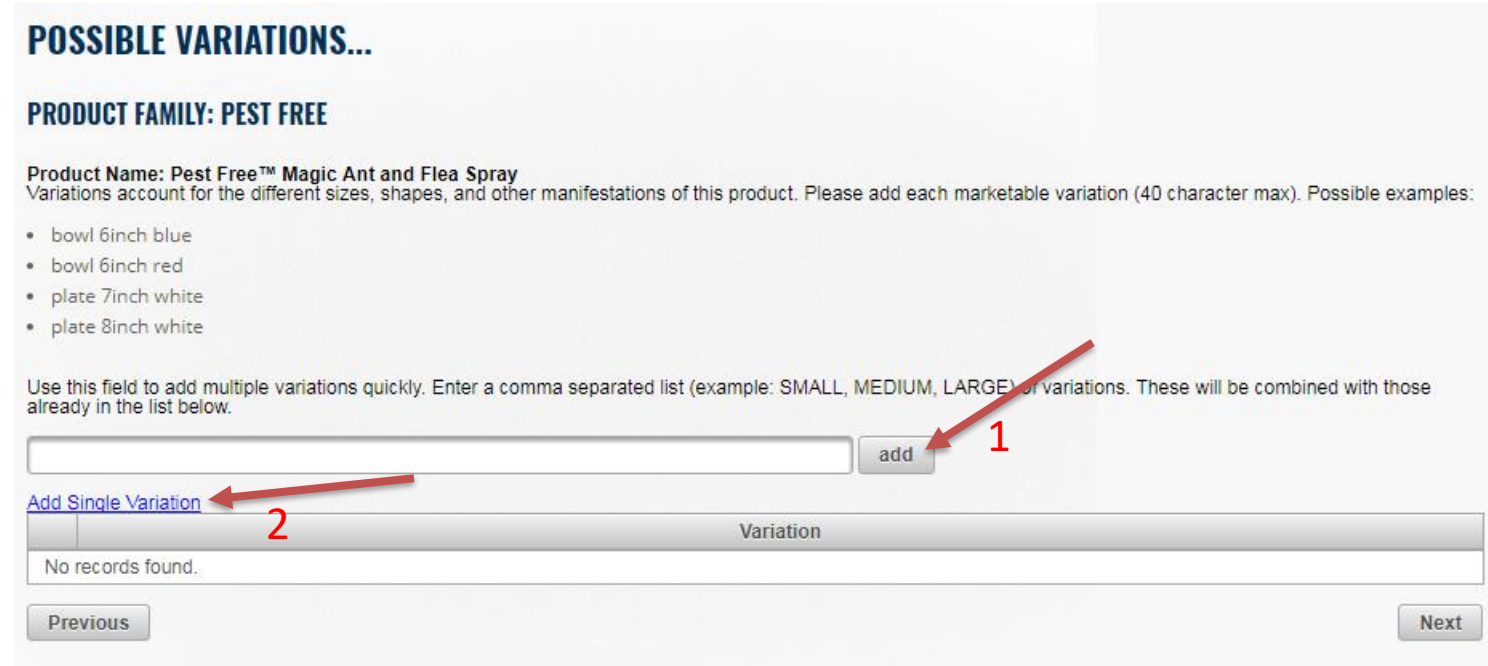
Product Name: Pest Free™ Magic Ant and Flea Spray
Variations account for the different sizes, shapes, and other manifestations of this product. Please add each marketable variation (40 character max). Possible examples:

- bowl 6inch blue
- bowl 6inch red
- plate 7inch white
- plate 8inch white

Use this field to add multiple variations quickly. Enter a comma separated list (example: SMALL, MEDIUM, LARGE) of variations. These will be combined with those already in the list below.

[Add Single Variation](#)

Variation
No records found.

The screenshot shows a web form for adding product variations. A red arrow labeled '1' points to the 'add' button next to a text input field. Another red arrow labeled '2' points to the 'Add Single Variation' link. Below the input field is a table with one header 'Variation' and one row containing 'No records found.'. Navigation buttons 'Previous' and 'Next' are at the bottom.

Add Products to a Product Family

- If applicable, please provide the information displayed on this page. This information is optional and not required.
- Select “Next” when complete or if the information is not applicable.

Note: Your product will be listed in the BioPreferred Program’s catalog and visible to other federal agencies even if you don’t have a National Stock Number.

SHARE PRODUCT INFORMATION...

The BioPreferred program has agreements with other Federal agencies to share information about biobased products that are available for purchase. Some of these agencies require a National Stock Number (NSN) in order to add your product to their catalog.

National Stock Number

optional

UPC Field

optional

EAN Field

optional

ASIN Field

optional

Manufacturer Number

optional

Model Number

optional

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Add Products to a Product Family

- Enter the name of the product's manufacturer. This information will not be displayed in the Catalog.
- Select "Next."

MANUFACTURER AND HELPFUL INFORMATION...

Please provide the name of the product's manufacturer.

* Name of Manufacturer

required

Provide additional information that will assist consumers in making purchasing decisions. This information will also display in the Catalog.

Other Information: Enter any other helpful information pertaining to Pest Free Magic Ant and Flea Spray. (5000 characters maximum)

optional

5000 characters remaining

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Next

Add Products to a Product Family

- To include standards for which your product has been tested, certified, or approved, select “Include one or more standards to which [Product Name] complies.”
- Use the drop-down menu to select the first standard.
- Use the “Add” button to include additional standards.
- Select “Next.”

Note: Including applicable standards may be useful to potential federal purchasers, and any standards added to your product will appear in the Catalog.

INDUSTRY STANDARDS...

Provide any industry, government, or military standard for which Pest Free has been tested, certified, or approved. This information may be useful to potential federal purchasers and will appear in the Catalog. If you do not wish to add any standards, please click “Next.” Note: ASTM D6866 is not included among the list of Industry Standards because the voluntary labeling initiative uses this test method to evaluate whether a product is eligible for the USDA Certified Biobased product label.

☐ Include one or more standards to which Pest Free complies

Choose Standard ▼

[optional fields]

Name of Lab

Lab Id

City where Lab is located

State ▼ - OR - Region or Province (Non-US Countries)

Country ▼

Add Products to a Product Family

- Enter all additional products in the family. Select the  icon to add products.
- When you have added all products, select “Next.”

FAMILY OF PRODUCTS...

PRODUCT FAMILY: BIOEXAMPLE

Product families are used to organize products with similar compositions (formulation with 3%). Due to the common compositions of the products in a family, a product family may apply for a BioPreferred Biobased Certified Product Label instead of applying for a certification for each product in the family.

[Add New Product](#)[Add Existing Products](#)

Products currently in the product family: BioExample

		Product	Description	Variations
		Pest Free Magic Ant and Flea Spray	Rid your home of ants and fleas with our patented biobased formula. Feel secure that your children and pets are safe when Pest Free Magic Ant and Flea Spray is on duty!	No
		Pest Free Roach Eliminator	Pest free solutions for indoor applications. Eliminates roaches. Uses citrus based pesticides.	No

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Add Products to a Product Family

- The products you have created in the product family will be displayed. If this is correct, select “Next.”

FAMILY OF PRODUCTS...

PRODUCT FAMILY: BIOEXAMPLE

The following products will be added to the BioPreferred program.

- Pest Free Magic Ant and Flea Spray
- Pest Free Roach Eliminator

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Add Products to a Product Family

DECISION POINT!

- If you wish to apply for certification/label, select “I want to apply for certification” and then select “Finish.” You may also apply for certification at a later time.
- If you wish to register a product for participation in the mandatory federal purchasing initiative only, select “I do NOT want to apply for certification” and then select “Finish.”

Note: If your product is in a category that does not qualify for Mandatory Federal Purchasing, the only option will be “I want to apply for certification.”

CATALOG INCLUSION...

To be included in the BioPreferred Catalog a product or Product Family must meet one or both of the following conditions:

FP Mandatory Federal Purchasing

The product's biobased content meets or exceeds the minimum biobased content requirement for one or more product categories identified by USDA as a part of the mandatory federal purchasing initiative. Products within these categories are given preference by federal agencies and their contractors when making purchasing decisions.

USDA Certified Biobased Product

The product was certified through the Voluntary Labeling Initiative and has earned the right to display the USDA Certified Biobased Product label.

☐ I want to apply for certification.

If the product meets some initial criteria, the BioPreferred program will inform you of next steps. All certified products are placed in the BioPreferred Catalog.

☐ I do NOT want to apply for certification.

I wish to participate ONLY in the Mandatory Federal Purchasing Program at this time. I acknowledge that I can choose to apply for certification at a later date.

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Finish

The categories you selected have not been designated for preferred Federal purchasing. In order to participate in the Program and have this product appear in the Catalog, you must submit your product for testing when prompted to do so by BioPreferred Program staff members. These products will appear in the catalog after testing is completed and a notice of certification has been issued.

☒ I want to apply for certification.

You will be asked to describe the product. The Company Tools database will suggest product categories based on your descriptions. You may choose up to four product categories, which may or may not be those that have been identified for mandatory federal purchasing. If the product meets some initial criteria, the BioPreferred program will inform you of next steps. All certified products are placed in the BioPreferred Catalog.

Add Products to a Product Family

- Congratulations, you have successfully created a family and added a product to it!
- All entered products will be displayed on this screen.
- If you select a product, you can edit product information for any products that have not been submitted for certification. If you wish to apply for certification, select the “Apply For Certification” button.

The screenshot displays the USDA BioPreferred website interface. At the top, the USDA logo and navigation links (HOME, ABOUT, NEWS, CATALOG, FAQs, HELP, CONTACT US, TOOLS) are visible. The 'COMPANY TOOLS' sidebar on the left includes links for 'Enter UPC/EAN Values', 'Products', 'Product Families', 'Labels', 'Company Information', and 'Users'. The main content area shows the 'BIOEXAMPLE TEST' product family with a table of products and their biobased content percentages. A modal window titled 'Product Information' is open, showing details for the 'BIOBASED TOILET CLEANER' product, including its name, ID, description, biobased content, family, categories, application, and external identifiers. The 'Apply For Certification' button is highlighted at the bottom of the modal.

Status	Biobased Content	Family	ID	Product	Description
	Est 72%				
	Est 52%				
	Est 87%				
	Est 52%				
	Est 52%				
	Est 95%				
	Est 95%				

Product Details	Product Label
Product Name	FP
Product ID	Biobased Toilet Cleaner
Product Description	62255
Biobased Content	Cleans toilets without chemicals!
Product Family	95%
Product Categories	BioBased Cleaners
Product Application	[74%] - Bathroom and Spa Cleaners
External Identifiers (UPC, EAN, etc.)	Spray, scrub, repeat.

Note: Once a product family is submitted for certification, all products in that family are shielded from the Catalog until the certification process is complete.

Apply for Certification for a Product Family

- If you select a product, you can edit product information for any products that have not been submitted for certification. If you wish to apply for certification now or later, select the “Apply For Certification” button.

The screenshot displays the USDA BioPreferred portal interface. On the left, a 'COMPANY TOOLS' sidebar lists options: Enter UPC/EAN Values, Products, Product Families, Labels, Company Information, and Users. The main content area, titled 'BIOEXAMPLE TEST', shows a table of products with columns for Status, Biobased Content, Family, ID, Product, and Description. A modal window titled 'Product Information' is open, showing details for 'BIOBASED TOILET CLEANER'. The modal has two tabs: 'Product Details' and 'Product Label'. The 'Product Details' tab is active, showing fields for Product Name, Product ID, Product Description, Biobased Content, Product Family, Product Categories, Product Application, and External Identifiers. At the bottom of the modal, there is an 'Apply For Certification' button and 'Edit' and 'Close' buttons.

Status	Biobased Content	Family	ID	Product	Description
	Est 72%				
	Est 52%				
	Est 87%				
	Est 52%				
	Est 52%				
	Est 95%				
	Est 95%				

Product Information	
BIOBASED TOILET CLEANER	
Product Details	
Product Name	Biobased Toilet Cleaner
Product ID	62255
Product Description	Cleans toilets without chemicals!
Biobased Content	95%
Product Family	BioBased Cleaners
Product Categories	[74%] - Bathroom and Spa Cleaners
Product Application	Spray, scrub, repeat.
External Identifiers (UPC, EAN, etc.)	

Note: Once a product family is submitted for certification, all products in that family are shielded from the Catalog until the certification process is complete.

Apply for Certification for a Product Family

- The information displayed on this screen provides an initial determination of whether the products in this family qualify for the selected product categories. In the example to the right, this family's estimated biobased content meets the minimum established for its selected category and qualifies it for the certification process.
- Choose the product that will be submitted for testing. The product and variation with the lowest biobased content should be selected and submitted for testing.
- Select a contact for this application. A list of users identified with your company is available in the drop-down box.

CERTIFIED LABEL APPLICATION: GENERAL INFORMATION...

PEST FREE

If the following information is inaccurate, edit prior to filling out this label application.

Estimated biobased content: 86%

Product Categories chosen for Pest Free:
[25%] - Pest Control-Insect-Home and Garden

The minimum biobased content required to pass product testing is 25%. The estimated biobased content of this product meets or exceeds the minimum.

The certification results produced by this application will be used to set results for the following products:

- Pest Free Magic Ant and Flea Spray

If the product list above is inaccurate, please go to the product family list and remove the products from this family that do not belong.

Choose one of the products in this family to server as the master product. This is the product that will be submitted for testing.

60351 - Pest Free Magic Ant and Flea Spray

Please select a contact for this application:

Cancel

Next

Note: A product becomes eligible to display the USDA Certified Biobased Product label only after you receive the notice of certification from USDA. Displaying the USDA Certified Biobased Product label without certification is a violation of the BioPreferred Program Brand Guidelines.

Apply for Certification for a Product Family

- If this product is within a 3% variation in biobased content of a USDA Certified Biobased Product belonging to another company, you may request their label ID and your product will not have to be tested. Select the Test Exempt Box (Note: this happens infrequently). You will then enter the Label ID of the certified product (the Label ID is not the same as the Product ID).
- Select “Next.”

EXEMPT FROM TESTING...

☒ **Test Exempt Product.** Check this box if this product or product family has the same formulation and biobased content (within 3%) of a USDA Certified Biobased product or product family from another company. You will be prompted to enter the Product ID of the certified product or product family. BioPreferred program staff will review this information to determine if your product is exempt from testing with ASTM D6866.

Enter Label ID against which to exempt testing

Note: Exemptions such as this are not a common occurrence and will prompt BioPreferred Program staff to request more information regarding the relationship between your company and the company with the certified label.

Apply for Certification for a Product Family

Note: You will only see this screen if a pesticide or disinfectant is selected as the product category.

- If your product is a pesticide or disinfectant, and if your product has been registered with EPA, select the first box. You will then be prompted to enter the Registration Number and Signal word.

Note: If you are waiting for a Registration Number from the EPA, please enter “0.”

- Select “Next.”

CERTIFIED LABEL APPLICATION: PESTICIDES...

We noticed that this product has been designated in one of the pesticides categories (the EPA's definition of pesticides includes antimicrobial pesticides intended to disinfect or sanitize). Because pesticides are regulated by the [Environmental Protection Agency](#), applicants are required to provide the following EPA pesticide registration information.

☒ This product, BioBug, has been registered with the EPA.

Registration Number *

Signal Word *

☐ This product, BioBug, is exempt from registration under Federal Insecticide, Fungicide, and Rodenticide Act (FIRFA) [Section 25\(b\)](#).

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Apply for Certification for a Product Family

- If both the product and its packaging are biobased, you may choose to have the label indicate the percentage of biobased content for both. To do so, select the box that states, “[Product Name] requires packaging indicators.”
- Previously certified products for your company will be listed. Select the certified product that applies and select the → arrow.
- Select “Next.”

ADDITIONAL LABEL INDICATOR...

PEST FREE

Often times both a product and its packaging are made from biobased materials. In this case the BioPreferred Certified Label can show both the product and packaging certified content amounts. In the case that more than one package is used, you can request multiple packaging products be aligned with Pest Free. You will add one of the approved packaging when you download your label.

☐ Pest Free requires packaging indicators.

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Note: If the packaging has not yet been certified, you must first add it as a stand-alone product in the Product Packaging category and apply for certification.

Label Application Wizard

REQUEST SECONDARY STAMP ON LABEL

BioLaundry

Often times both a product and its packaging are made from biobased materials. In this case the BioPreferred Certified Label can show both the product and packaging certified content amounts. In the case that more than one package is used, you can request multiple packaging products be aligned with BioLaundry. You will add one of the approved packaging when you download your label.

☒ BioLaundry requires packaging indicators.

Your company, BioLiving, has the following certified packaging products:

→

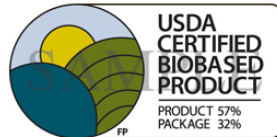
→

←

←

Click [here](#) if your product requires packaging from other BioPreferred companies.

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Apply for Certification for a Product Family

- Read and select each box certifying and agreeing to the disclaimers.
- Select “Submit Application.”

DISCLAIMER...

By checking each box, I certify and agree to the following:

☐	The product/package for which certification is sought meets the definition of a biobased product as defined by the U.S. Department of Agriculture: <i>Biobased Product. A product determined by USDA to be a commercial or industrial product (other than food or feed) that is: (1) Composed, in whole or in significant part, of biological products, including renewable domestic agricultural materials and forestry materials; or (2) An intermediate ingredient or feedstock. 7 Code of Federal Regulations 3201.2</i>
☐	After receipt of USDA approval of this application and prior to my first use of the label on the product identified in this application, the following information will be posted on the BioPreferred website (http://www.biopreferred.gov/catalog): (1) the product's brand name(s), (2) applicant contact information, (3) the product's biobased content, and (4) a hot link directly to the manufacturer's Web site (if available).
☐	The product /package for which I am applying for certification will be subjected to independent laboratory testing of biobased content, and the fees for that testing are my responsibility. I understand that I will be provided with a list of ISO 17025 compliant/conformant testing facilities. The biobased content of the product or package will be determined using ASTM Method D6866 , Standard Test Methods for Determining the Biobased Content of Solid, Liquid, and Gaseous Samples Using Radiocarbon Analysis.
☐	Company, Company Contact(s) and Product information will be sent to non-government entities working in partnership with USDA to make these certifications.

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Submit Application

Apply for Certification for a Product Family

- Congratulations, you have successfully applied for certification for this product family.



- **Do not proceed until you have been contacted by the BioPreferred Program.**
- If you are finished entering products, please read about [What Happens Next?](#)
- If not, use the left navigation menu to enter information for additional products, apply for certification for registered products, or manage existing labels. Add products by selecting the icon



Biobased Content	Family	Product	Description
Est 72%	Pest Free	BioLaundry	liquid laundry detergent for high efficiency washers made using plant derived cleaning agents
Est 72%	Pest Free	Pest Free	Indoor home pest control products made from citrus.
Est 72%	Pest Free	Pest Free	Outdoor home pest control product made from citrus.
Est 75%		BioSoap	Liquid soap using plant based cleaning agents and essential oils

Note: The hourglass indicates that the label application has been submitted and is under review. Certified products do not display an hourglass over the certification symbol.

Other Information

What happens next?

- After you submit an application, the USDA will send a “Notice that Application has been received” email within 24 hours.
- BioPreferred Program staff will review your application and contact you with any questions via email. Applications are processed in the order they are received; most are completed within 60 days. It is not possible to expedite this stage of the certification process.
- After any questions are resolved, you will receive a notification from USDA that your application has met the initial criteria and will be directed to contact USDA for the next stage in the product certification process. An overview of this process is available on the BioPreferred Program's website [here](#).

Note: To preserve the integrity of the Program, all steps in this process must be completed in sequential order.

How do I download my certification label?

- After you receive a notification email from the USDA stating that your product has been certified, return to www.biopreferred.gov, select “Tools” and log into your company account.
- Once you are logged in, select “Labels” from the menu on the left.
- Select your product from the list displayed.

The screenshot shows the USDA BioPreferred website interface. At the top, the USDA logo and 'United States Department of Agriculture' are displayed. A navigation bar includes links for HOME, ABOUT, NEWS, CATALOG, FAQs, HELP, CONTACT US, and TOOLS. The TOOLS link is highlighted with a red arrow. Below the navigation bar, the 'COMPANY TOOLS' section is visible on the left, with a list of options: Audit, Enter UPC/EAN Values, Products, Product Families, Labels, Company Information, and Users. The 'Labels' option is highlighted with a red arrow. On the right, the 'BIOBASED CLEANER' section is shown, featuring a table titled 'All Labels'. The table has columns for Label Id, Name, and Description. A red arrow points to the first row of the table, which contains a globe icon, the text 'Biobased Packaging', and the description 'Multi-layer packaging that provides protection for the toughest handling.'

Label Id	Name	Description
	Biobased Packaging	Multi-layer packaging that provides protection for the toughest handling.

How do I download my certification label?

- After selecting a product, a window will pop-up with three options.
- Select the “Product Label” Tab.
- Choose which version of the label you would like and select “Download”.

Note: The “Additional Documents” tab contains other important information such as a copy of your certification letter.

Product Information

Product Details Product Label Additional Documents

Download the official BioPreferred label graphic for this product. Choose desired options and click 'Download'. Instructions for using this label can be in our [Brand Guidelines](#).



Choose Options

☒ Color ☐ Black ☐ White

Select File Format: ☒ PNG ☐ SVG

Download Edit Close

Troubleshooting

- **Q: I am having trouble accessing my account.**

A: Please follow the instructions in the [Company Account Access Tutorial](#).

- **Q: If there is no product category already established for my product, what do I do?**

A: You can still submit an application for certification in the "Other" product category, but your product will not be eligible for Mandatory Federal Purchasing. Products for which there is no minimum biobased content already established must be at least 25% biobased. You may also fill out [this form](#) if you wish to suggest a new category. Suggestions will be considered in future product category designations, and if selected, may be designated for Mandatory Federal Purchasing.

- For additional Frequently Asked Questions, refer to the BioPreferred Program's [website](#).