

**ATTACHMENT D**

**DfE Formulator Program: Form for Adding Third-Party Partners and Products  
(Private Label Companies, Licensees, or Toll Manufacturers)**

**OMB Control No. 2070-02**  
**Approval expires XX/XX/XX**

The public reporting and recordkeeping burden for this collection of information is estimated to average 29.5 hours per response for formulators of cleaning and non-cleaning products and 9.5 hours per response for partners wishing to add third-party partners and products, including the time for reviewing instructions, gathering information, and completing and reviewing the application. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed application to this address.



# Design for the Environment Program Form for Adding Third-Party Partners and Products (Private Label Companies, Licensees, or Toll Manufacturers)

## Instructions

Completed  Date: \_\_\_\_\_

This is a fillable PDF form. Type in your information and, when completed, check the "completed" box in the top right. This will lock the rest of the form and prompt you to save. Send the saved form, product labels (with DfE label), & MSDSs to [DfESupport@AbtAssoc.com](mailto:DfESupport@AbtAssoc.com). The "completed" box can be unchecked if further changes need to be made.

Use this form to notify DfE about third-party additions to your DfE partnership. To be label-eligible, all third-party products must contain ingredients that are identical to those in a DfE-recognized product, or vary only as to minor components (reviewed by DfE and specified in the Partnership Agreement).

There are three types of third-party partners and products, defined by their relationship to you, DfE's direct partners (i.e., signatories to a partnership agreement):

*Private Label:* A DfE partner places the label of another company, the private-label partner, on its DfE-recognized formulation.

*Licensee:* A DfE partner allows another company, the licensee partner, to manufacture its DfE-recognized formulation and place the licensee's label on the product.

*Toll Manufacturer:* A DfE partner has another company, the toll-manufacturer partner, make and label its DfE-recognized formulation.

### STEP 1

Indicate the basic information for the DfE partner company here.

### Partner Information

Partner Name	<input type="text"/>
Website	<input type="text"/>

### STEP 2

If it is necessary to update the contact information for the partner for either the headquarters (HQ) or manufacturing (Mfg.) addresses, please do so here.

### Update Contact Information

Has your address or contact information changed since your last form submission?

Yes  No

If so, please update the information below.

Partner HQ Address	<input type="text"/>			Number of Employees	<input type="text"/>
HQ City	HQ State <input type="text"/>	HQ ZIP <input type="text"/>	HQ Country <input type="text"/>		
Partner Mfg. Address	<input type="text"/>				
Manufacturing City	Mfg. State <input type="text"/>	Mfg. ZIP <input type="text"/>	Mfg. Country <input type="text"/>		
Marketing Contact	Email <input type="text"/>	Phone <input type="text"/>			

### STEP 3

Indicate the contact and relationship information for the third-party company that sells the product.

### Third-Party Company Information

Third Party Co. Name	<input type="text"/>		
Website	<input type="text"/>	Relationship to DfE Partner	<input type="text"/>

### Third-Party Contact Information

Third-Party Co. HQ Address	<input type="text"/>			Number of Employees	<input type="text"/>
City	State <input type="text"/>	ZIP <input type="text"/>	Country <input type="text"/>		
Marketing Contact	Email <input type="text"/>	Phone <input type="text"/>			

Use this space for additional information about your relationship with the third-party company.



# Design for the Environment Program

## Form for Adding Third-Party Partners and Products

### (Private Label Companies, Licensees, or Toll Manufacturers)

**STEP 4**

List up to four different products and indicate the alternate names under which they are sold by a third-party company, sectors, UPC(s), production and usage details, and any additional explanatory notes.

Please use one wide row (marked by the thick borders) per product.

To select a sector, first select the sector category in the small drop-down of each sector. After the category is selected, you may select the specific sector from the adjacent menu.

Please separate UPCs by commas.

\*Please enter product names exactly as they appear on your DfE Partnership Agreement.

Name of your product that is exactly the same as the third-party product*	Name of third-party company product	Sector(s)		If the product is a concentrate, what is the used dilution?	Annual production volume (estimate in lbs/year)
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		Notes: <input type="text"/> UPC(s): <input type="text"/>			
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		Notes: <input type="text"/> UPC(s): <input type="text"/>			
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		Notes: <input type="text"/> UPC(s): <input type="text"/>			
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		<input type="text"/>	<input type="text"/>		
		Notes: <input type="text"/> UPC(s): <input type="text"/>			

