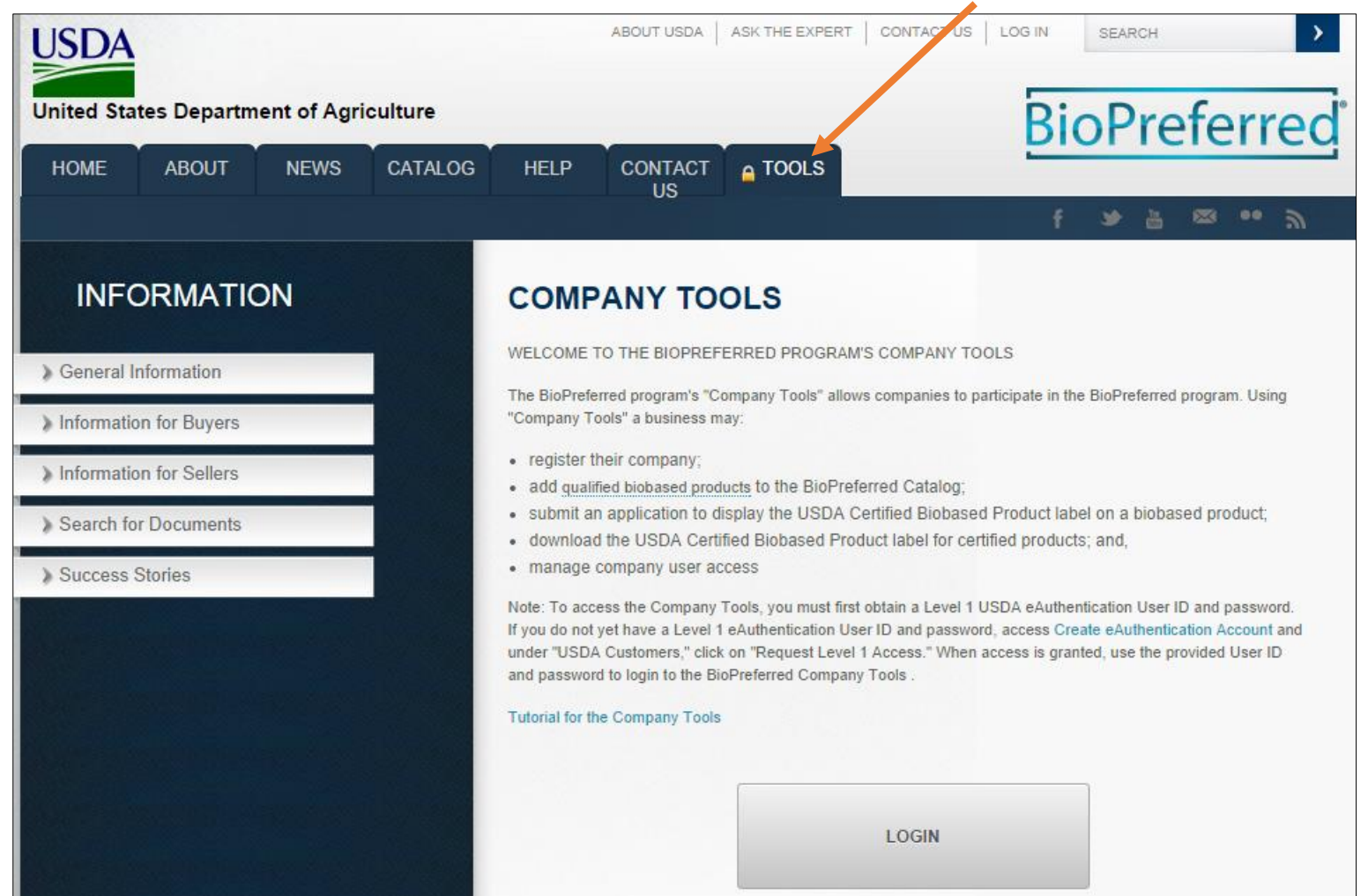


# Login to BioPreferred Company Tools

- Access [www.biopREFERRED.gov](http://www.biopREFERRED.gov) and click on the “Tools” tab.

*Note: “Tools” is the entry point for businesses to enter products, apply for label, manage labels, etc.*

- Click on “Login” and enter your User ID and password.

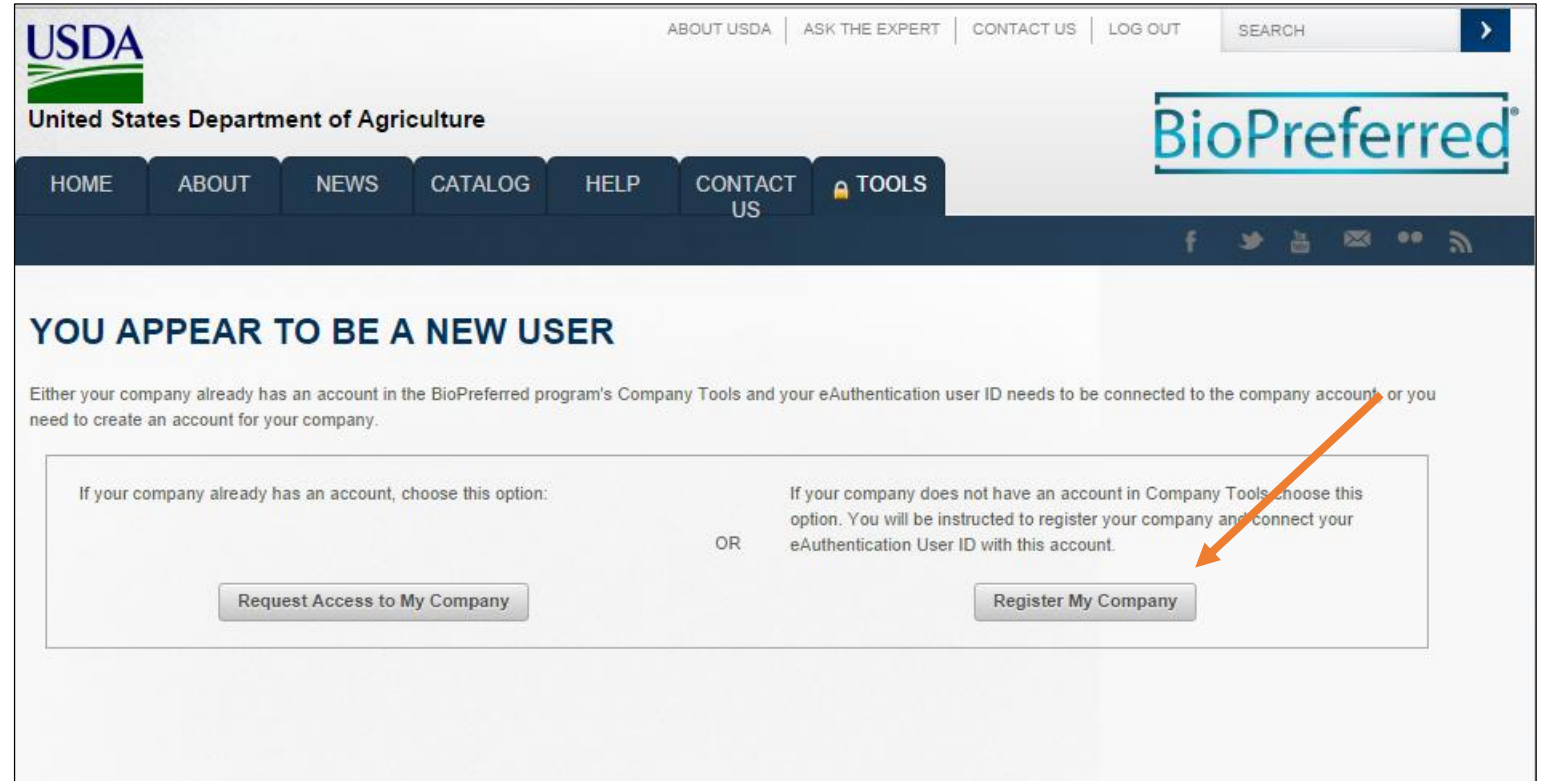


The screenshot shows the USDA BioPreferred website. At the top left is the USDA logo and the text "United States Department of Agriculture". To the right are navigation links: "ABOUT USDA", "ASK THE EXPERT", "CONTACT US", "LOG IN", and a "SEARCH" button. Below this is a dark blue navigation bar with tabs for "HOME", "ABOUT", "NEWS", "CATALOG", "HELP", "CONTACT US", and "TOOLS". An orange arrow points to the "TOOLS" tab. To the right of the navigation bar is the "BioPreferred" logo. Below the navigation bar is a dark blue sidebar with the heading "INFORMATION" and a list of links: "General Information", "Information for Buyers", "Information for Sellers", "Search for Documents", and "Success Stories". The main content area has the heading "COMPANY TOOLS" and a sub-heading "WELCOME TO THE BIOPREFERRED PROGRAM'S COMPANY TOOLS". Below this is a paragraph: "The BioPreferred program's 'Company Tools' allows companies to participate in the BioPreferred program. Using 'Company Tools' a business may:" followed by a bulleted list: "register their company;", "add qualified biobased products to the BioPreferred Catalog;", "submit an application to display the USDA Certified Biobased Product label on a biobased product;", "download the USDA Certified Biobased Product label for certified products; and,", "manage company user access". Below the list is a note: "Note: To access the Company Tools, you must first obtain a Level 1 USDA eAuthentication User ID and password. If you do not yet have a Level 1 eAuthentication User ID and password, access [Create eAuthentication Account](#) and under 'USDA Customers,' click on 'Request Level 1 Access.' When access is granted, use the provided User ID and password to login to the BioPreferred Company Tools .". Below the note is a link: "[Tutorial for the Company Tools](#)". At the bottom of the main content area is a large grey button labeled "LOGIN".

# Register Your Company

Click on “Register My Company.”

*Note: If additional individuals within your company need access to BioPreferred Company Tools, they will use “Request Access to My Company.” As the individual initially registering company information, you will be the “administrator” for your company and will approve access for others in your company.*



The screenshot shows the USDA BioPreferred website interface. At the top left is the USDA logo and the text "United States Department of Agriculture". To the right are navigation links: "ABOUT USDA", "ASK THE EXPERT", "CONTACT US", "LOG OUT", and a "SEARCH" button. Below this is a dark blue navigation bar with buttons for "HOME", "ABOUT", "NEWS", "CATALOG", "HELP", "CONTACT US", and "TOOLS". The "BioPreferred" logo is in the top right corner. Below the navigation bar is a social media bar with icons for Facebook, Twitter, YouTube, Email, and RSS. The main content area has the heading "YOU APPEAR TO BE A NEW USER" and the text: "Either your company already has an account in the BioPreferred program's Company Tools and your eAuthentication user ID needs to be connected to the company account, or you need to create an account for your company." Below this text are two options: "Request Access to My Company" and "Register My Company". An orange arrow points to the "Register My Company" button.

# Register Your Company

- Enter Company Name and then click on “Next” in the lower right hand corner.
- After entering Company name, you will have the option to enter Equal Employment Opportunity and Civil Rights (EEOCR) information.
- You will enter additional company information on a series of screens. Click on “Next” to move from one screen to the next. Then click on “Finish.”

USDA United States Department of Agriculture BioPreferred

Register Your Company

COMPANY NAME

Company Name

Cancel Next

Register Your Company

OPTIONAL EEOCR INFORMATION

Providing the following EEOCR information is optional. Does your company, BioLiving, align with one or more EEOCR titles?  
 Yes  No

**EEOCR Titles**

- 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)

Company Name: BioSolve

Division Name

Company Type:  Vendor  Manufacturer  Both

Company Website

Number of Employees

Year BioSolve was Founded

Year began producing biobased products

Enter NAICS code

Previous Next

# 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 products, apply for certification, and manage labels for certified products. The navigation bar to the left allows you to move within Company Tools.

## DECISION POINT!

- Before proceeding, you need to determine if you are going to enter information for a stand alone product or for 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 depending on characteristics such as size, shape, color, scent, etc. Also, a product family is used for a single formulation when the products have more than one use (e.g. lip balm and grease).
- In either case, entering a stand alone product or creating a product family (and then entering products within the family) is necessary to determine if a product qualifies for mandatory federal purchasing and to apply for certification/label. Products that are qualified and/or certified will be included in the BioPreferred Catalog.

USDA  
United States Department of Agriculture

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

BioPreferred

HOME | ABOUT | NEWS | CATALOG | HELP | CONTACT US | TOOLS

### COMPANY TOOLS

- Products
- Product Families
- Labels
- Company Information
- Manage Users

### COMPANY TOOLS MENU

#### BioLiving

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

#### 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.

USDA.gov | Site Map | Policies & Links | Our Performance | Report Fraud on USDA Contracts | Visit OIG | Plain Writing | Open | Digital Strategy  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USDA Recovery | USA.gov | Whitehouse.gov

# Enter a Stand Alone Product

Click on “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.

*Note: Once you have entered products, click on “Products” in the navigation bar to manage existing products. Directions are provided later in this tutorial for creating a product family.*

The screenshot displays the USDA BioPreferred website interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with navigation links for 'ABOUT USDA', 'ASK THE EXPERT', 'CONTACT US', and 'LOG OUT'. A search bar is located in the top right corner. Below the header, a dark navigation bar contains links for 'HOME', 'ABOUT', 'NEWS', 'CATALOG', 'HELP', 'CONTACT US', and 'TOOLS'. The 'COMPANY TOOLS' menu is expanded on the left, listing 'Products', 'Product Families', 'Labels', 'Company Information', and 'Manage Users'. The main content area, titled 'COMPANY TOOLS MENU', provides detailed instructions for each option. The 'Products' section explains that this option is used for entering new products or modifying existing ones, and notes that 'Stand Alone' products are marketed under a single name. The 'Product Families' section describes how to create a family of products with similar formulations. The 'View Labels' section allows users to download USDA Certified Biobased Product labels. The 'Company Information' section is for updating contact details. The 'Manage Users' section explains the role of the Administrator in managing company access.

USDA  
United States Department of Agriculture

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

BioPreferred

HOME | ABOUT | NEWS | CATALOG | HELP | CONTACT US | TOOLS

COMPANY TOOLS

- Products
- Product Families
- Labels
- Company Information
- Manage Users

**COMPANY TOOLS MENU**

BioLiving

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

**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.

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FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USDA Recovery | USA.gov | Whitehouse.gov

# Enter Stand Alone Product Information

Click on



USDA  
United States Department of Agriculture

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

BioPreferred

HOME ABOUT NEWS CATALOG HELP CONTACT US TOOLS

COMPANY TOOLS

- › Products
- › Product Families
- › Labels
- › Company Information
- › Manage Users

BIOLIVING

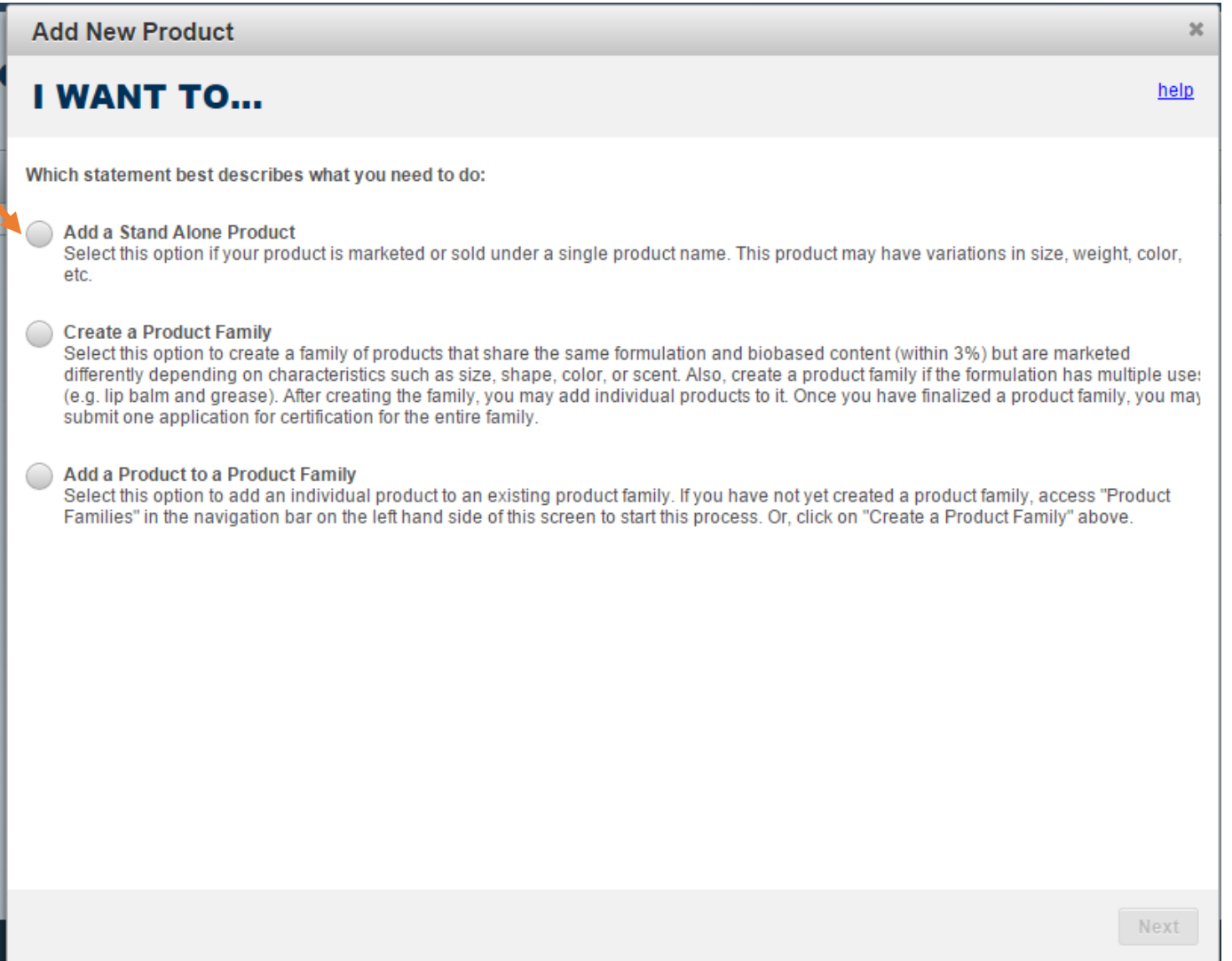
All Products

Biobased Content	Family	Product	Description
No records found.			

USDA.gov | Site Map | Policies & Links | Our Performance | Report Fraud on USDA Contracts | Visit OIG | Plain Writing | Open | Digital Strategy  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USDA Recovery | USA.gov | Whitehouse.gov

# Enter Stand Alone Product Information

- Click on “Add a Stand Alone Product.”
- Click on “Next.”



**Add New Product** ✕

**I WANT TO...** [help](#)

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 use: (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.

**Next**

# Enter Stand Alone Product Information

Complete all of the information on this page.

*Note: The product name should match how it appears on its packaging, company website, and company's marketing materials.*

### Add New Product

## NAME AND DESCRIPTION [help](#)

Next we will gather some information about the product you are registering.

Product Name

Brand Name:

Estimated Biobased Content:  
 %

Product Description: Enter the information below about the product as you want it to display in the BioPreferred Catalog  
  
4907 characters remaining

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

[\[Preview Page\]](#)



# Enter Stand Alone Product Information

## DECISION POINT!


- If you wish to apply for certification/label, at this time, click on “I want to apply for certification.” You may apply for certification at a later time.
- Whether or not you apply for certification at this time, click on “Next.”

*Note: New product registrations are valid for 3 months and will expire unless the product qualifies for mandatory federal purchasing or unless a label application has been submitted.*

Add New Product ✕

## INCLUSION IN THE BIOPREFERRED CATALOG [help](#)

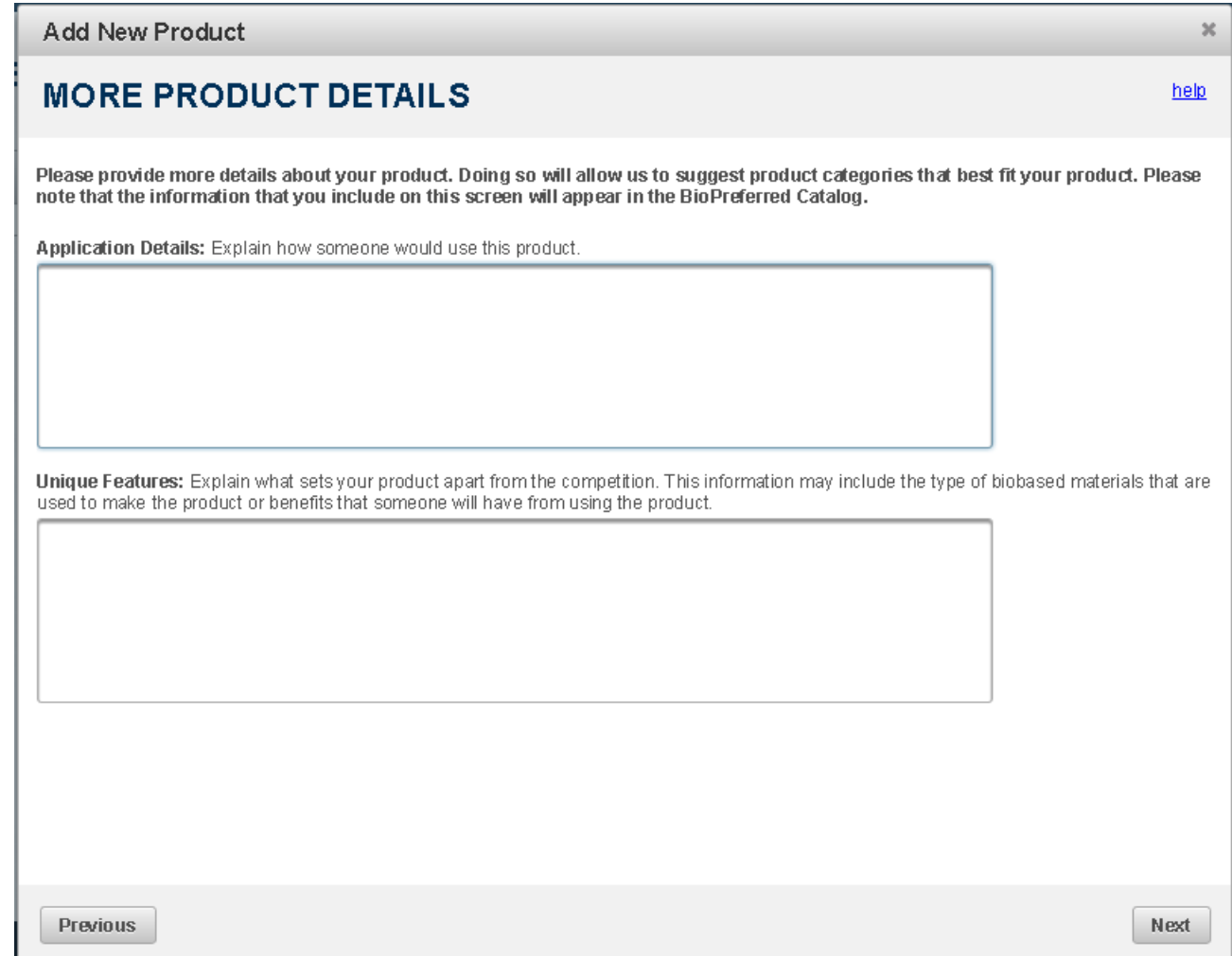
To be included in the BioPreferred Catalog a product or Product Family must meet one or both of the following conditions:

- 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.**  
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.

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 you determine the most appropriate product category or categories for the product.
- Click on “Next.”



The screenshot shows a web form titled "Add New Product" with a close button (X) in the top right corner. Below the title is a section header "MORE PRODUCT DETAILS" with a "help" link to its right. A paragraph of instructions reads: "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." There are two text input fields. The first is labeled "Application Details: Explain how someone would use this product." and the second is labeled "Unique Features: Explain what sets your product apart from the competition. This information may include the type of biobased materials that are used to make the product or benefits that someone will have from using the product." At the bottom of the form are two buttons: "Previous" on the left and "Next" on the right.

Add New Product

## MORE PRODUCT DETAILS [help](#)

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.

**Application Details:** Explain how someone would use this product.

**Unique Features:** Explain what sets your product apart from the competition. This information may include the type of biobased materials that are used to make the product or benefits that someone will have from using the product.

Previous Next

# 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.
- Use the scroll bar to access the options for “innovative approaches.”
- Select the option or options that apply to this product.
- Click on “Next”



**Add New Product** ✕

## CRITERIA FOR DEMONSTRATING INNOVATIVE APPROACHES [help](#)

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.

**(1) Product Applications**

(A) The product or material is used or applied in applications that differ from historical applications, as determined by USDA; or

(B) The product or material is grown, harvested, manufactured, processed, sourced, or applied in other innovative ways, as approved by USDA.

**(2) Manufacturing and Processing**

(A) 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

(B) The product or material is manufactured or processed with technologies that ensure high feedstock material recovery and use.

**(3) 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.

**(4) Raw Material Sourcing**

(A) 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); or

(B) The raw material used in the product is 100% resourced or recycled (such as material obtained from building deconstruction); or

(C) 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.

# 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, click on “View More”
- Select one or more product categories (4 categories maximum) based on the way your company markets this product, and then click on “Next”

**Add New Product** ✕

## SELECTING A CATALOG CATEGORY [help](#)

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."

- Metalworking Fluids - High Performance Soluble, Semi-Synthetic, and Synthetic Oils**  
Fluids that are designed to provide cooling, lubrication, corrosion prevention, and reduced wear on the contact parts of machinery used for metalworking operations such as cutting, drilling, grinding, machining, and tapping. Metalworking fluids formulated for use in a re-circulating fluid system to provide cooling, lubrication, and corrosion prevention when applied to metal feedstock during grinding and machining operations involving unusually high temperatures or corrosion potential.
- Microbial Cleaning Products - General Cleaners**  
Multi-purpose cleaning agents using microbial organisms as the active ingredient.
- Thermal Shipping Containers - Non-Durable**  
Insulated containers designed for shipping temperature-sensitive materials. These are thermal shipping containers that are designed to be used once.
- Parts Wash Solutions**  
Products that are designed to clean parts in manual or automatic cleaning systems. Such systems include, but are not limited to, soak vats and tanks, cabinet washers, and ultrasonic cleaners.
- Carpets**  
Floor coverings composed of woven, tufted, or knitted fiber and a backing system.
- Dishwashing Products**  
Soaps and detergents used for cleaning and clean rinsing of tableware in either hand washing or dishwashing.
- Hair Care Products - Shampoos**  
Personal hygiene products specifically formulated for hair cleaning and treating applications, including shampoos. These are products whose primary purpose is cleaning hair. Products that contain both shampoos and conditioners are included in this subcategory because the primary purpose of these products is cleaning the hair.

**View More**

# Register Your Company

- If you chose “View More” on the previous screen, additional product categories will be displayed as pictured on this slide.
- Use the scroll bar on the left 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 screenshot shows a window titled "Add New Product" with a close button in the top right corner. Below the title is a section header "CHOOSE A PRODUCT CATEGORY" and a "help" link. A descriptive paragraph states: "A product may be displayed in the Catalog in as many as four product categories as long as the product meets (or exceeds) the minimum biobased content requirement and fits the product category's description. Hover over a product category to see read its description." Below this is a scrollable list of product categories. A red arrow labeled "1" points to the vertical scrollbar on the left side of the list. Another red arrow labeled "2" points to the right arrow button in the navigation controls on the right side of the list. The list includes categories such as "2-Cycle Engine Oils", "Adhesive and Mastic Removers", "Adhesives", "Agricultural Spray Adjuvants", "Aircraft and Boat Cleaners - Aircraft Cleaners", "Aircraft and Boat Cleaners - Boat Cleaners", "Allergy and Sinus Relievers", "Animal Bedding", "Animal Cleaning Products", "Animal Habitat Care Products", "Animal Medical Care Products", "Animal Odor Control and Deodorant", "Animal Skin, Hair, and Insect Care Products", "Anti-Slip Products", and "Anti-Spatter Products". At the bottom of the window are "Previous" and "Next" buttons.

**Add New Product**

### CHOOSE A PRODUCT CATEGORY

[help](#)

A product may be displayed in the Catalog in as many as four product categories as long as the product meets (or exceeds) the minimum biobased content requirement and fits the product category's description. Hover over a product category to see read its description.

- 2-Cycle Engine Oils
- Adhesive and Mastic Removers
- Adhesives
- Agricultural Spray Adjuvants
- Aircraft and Boat Cleaners - Aircraft Cleaners
- Aircraft and Boat Cleaners - Boat Cleaners
- Allergy and Sinus Relievers
- Animal Bedding
- Animal Cleaning Products
- Animal Habitat Care Products
- Animal Medical Care Products
- Animal Odor Control and Deodorant
- Animal Skin, Hair, and Insect Care Products
- Anti-Slip Products
- Anti-Spatter Products

Previous Next

# Enter Stand Alone Product Information

- If your stand alone product has variations in scent, size, color, shape, or other, list them here.
- Click on “Add Variation.”
- Under the headings (Type, Specification, Units), select from the drop-down menus or enter appropriate information regarding this product’s variations.
- If there are additional variations, click on “Add Variations” until all variations are entered.
- Click on “Next.”

**Add New Product** ✕

**ADD VARIATIONS TO PRODUCT** [help](#)

Product Name: BioLaundry

[Add Variation](#) - Variations account for the different sizes, shapes, and other manifestations of this product. All variations will be combined and you will see the list of marketable products above. If adding a variation creates products that are not marketed, please delete the variation and add a separate product with its own variations to the family.

Type	Specifications	Units
<input type="text" value="EXAMPLE: small, medium, large; or 8, 16, 32"/>		

- Size
- Shape
- Weight
- Volume
- Color
- Scent
- Other

[Previous](#)

**Add New Product** ✕

**ADD VARIATIONS TO PRODUCT** [help](#)

Product Name: BioLaundry

Products by variation:

- BioLaundry 64 AND 108 oz, UNSCENTED AND CITRUS

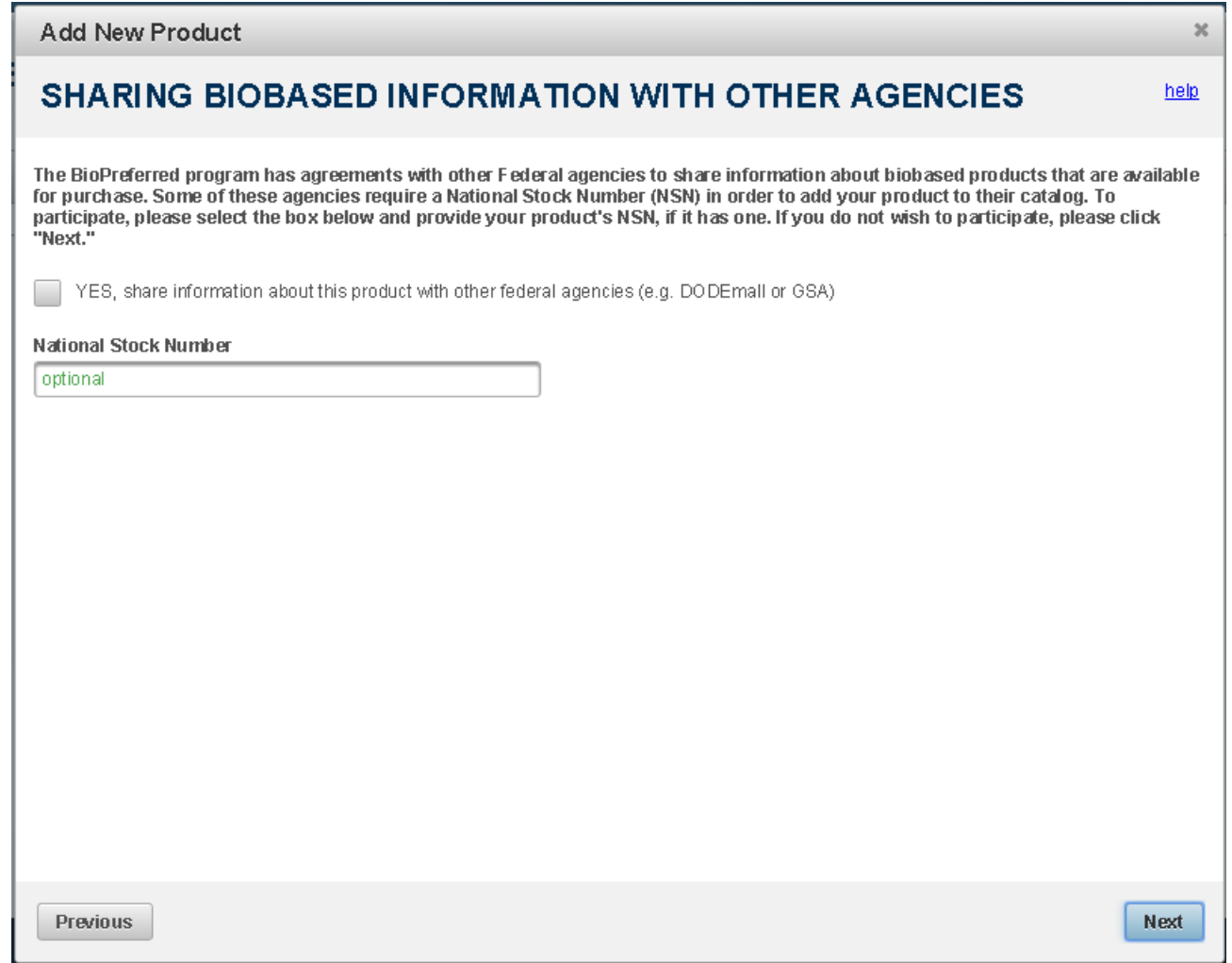
[Add Variation](#) - Variations account for the different sizes, shapes, and other manifestations of this product. All variations will be combined and you will see the list of marketable products above. If adding a variation creates products that are not marketed, please delete the variation and add a separate product with its own variations to the family.

Type	Specifications	Units
<input type="text" value="Volume"/>	64 and 108	oz
<input type="text" value="Scent"/>	unscented and citrus	

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

# Enter Stand Alone Product Information

- If you wish for your product information to be displayed in other federal catalogs, click on “Yes.” Provide a National Stock Number.
- Click on “Next.”



The screenshot shows a web form titled "Add New Product" with a sub-section "SHARING BIOBASED INFORMATION WITH OTHER AGENCIES". The text explains that the BioPreferred program has agreements with other federal agencies to share information about biobased products. It asks the user to select a checkbox if they want to share information and provide a National Stock Number (NSN) if applicable. A text input field for the NSN contains the word "optional". At the bottom, there are "Previous" and "Next" buttons.

**Add New Product**

### SHARING BIOBASED INFORMATION WITH OTHER AGENCIES [help](#)

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. To participate, please select the box below and provide your product's NSN, if it has one. If you do not wish to participate, please click "Next."

YES, share information about this product with other federal agencies (e.g. DODEmail or GSA)

**National Stock Number**

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

## Enter Stand Alone Product Information

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

The screenshot shows a web form titled "Add New Product" with a sub-section "INFORMATION ABOUT THE MANUFACTURER". The form contains a text input field for the manufacturer's name, which currently has the word "optional" entered. There are "Previous" and "Next" navigation buttons at the bottom.

Add New Product

### INFORMATION ABOUT THE MANUFACTURER [help](#)

Please provide the name of the product's manufacturer.

Name of Manufacturer

Previous Next



# Enter Stand Alone Product Information

- To include standards for which your product has been tested, certified, or approved, click on “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.
- Click on “Next.”

*Note: Including applicable standards may positively influence federal government and consumer purchasing decisions.*

**Add New Product** ✕

## INDUSTRY STANDARD [help](#)

Provide any industry, government, or military standard for which BioLaundry 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."

Include one or more standards to which BioLaundry complies

Choose Standard ▼

[optional fields]

Name of Lab

Lab Id

City where Lab is located

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

Country

# Enter Stand Alone Product Information

- Review entered information and add any other additional information such as UPC.
- Click on “Finish”.

Add New Product ✕

## OPTIONAL INFORMATION FOR PRODUCTS [help](#)

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

**Application Details:** Explain how someone would use this product.

**Unique Features:** Explain what sets your product apart from the competition. This information may include the type of biobased materials that are used to make the product or benefits that someone will have from using the product.

**UPC for BioLaundry**

**Other Information:** Enter any other helpful information pertaining to BioLaundry

# Enter Stand Alone Product Information

- Congratulations, you have successfully entered a product!
- If you did not choose to apply for certification at this time, the product you entered and other products you entered earlier, will be displayed on this screen.
- If you click on a product, you are able to edit product information. If you click on the product label tab (see red arrow), you can apply for certification.

The screenshot shows the USDA BioPreferred website interface. The top navigation bar includes links for 'ABOUT USDA', 'ASK THE EXPERT', 'CONTACT US', 'LOG OUT', and 'SEARCH'. The main content area is titled 'BIOLIVING' and displays a table of 'All Products'. An orange arrow points from the 'Product Label' tab in the 'Product Information' modal window to the 'BioLaundry' product in the table.

	Biobased Content	Family	Product	Description
	Est 72%		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

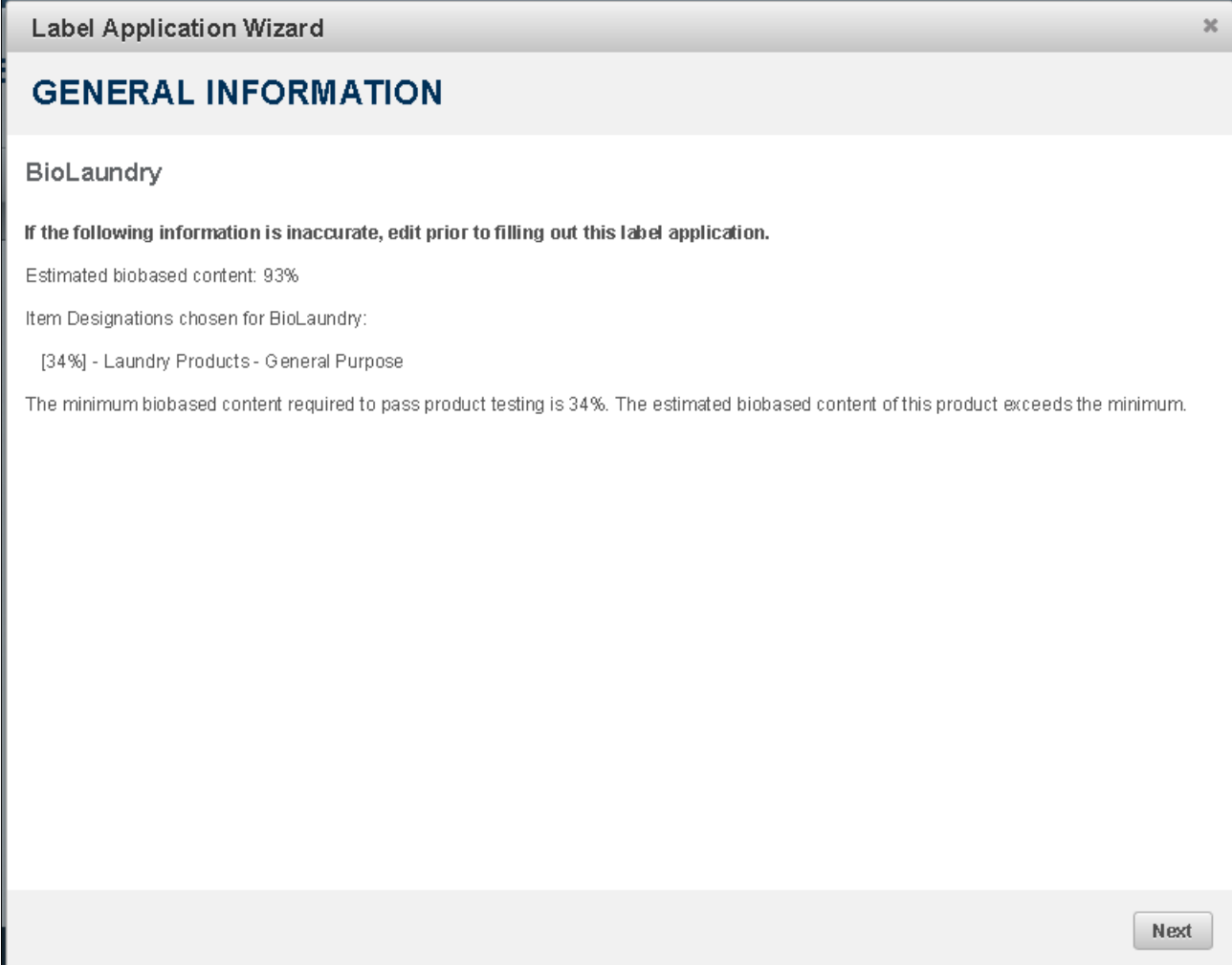
Product Information	
BIOLAUNDRY	
Product Details   Product Label	
<b>Product Name</b>	BioLaundry
<b>Product Website</b>	www.biolaundry.com
<b>Product Description</b>	liquid laundry detergent for high efficiency washers made using plant derived cleaning agents
<b>Est. Biobased Content</b>	72%
<b>Product Variations</b>	Volume: 64 AND 108 oz Scent: UNSCENTED AND CITRUS
<b>Product Categories</b>	[34%] - Laundry Products - General Purpose
<b>Product Application</b>	laundry detergent for high efficiency washers
<b>Unique Feature</b>	plant based cleaning agents, designed for cold water washing

# Applying for Certification

The information displayed on this screen provides an initial determination of whether this product qualifies for mandatory federal purchasing. In the example to the right, this product qualifies for mandatory federal purchasing and product information will be displayed in the BioPreferred Catalog.

*Note: If your product doesn't meet the minimum biobased content requirement for a product category, then you will not be allowed to proceed.*

Terminology: Once a product receives certification, it is eligible to display the USDA Certified Biobased Product label.

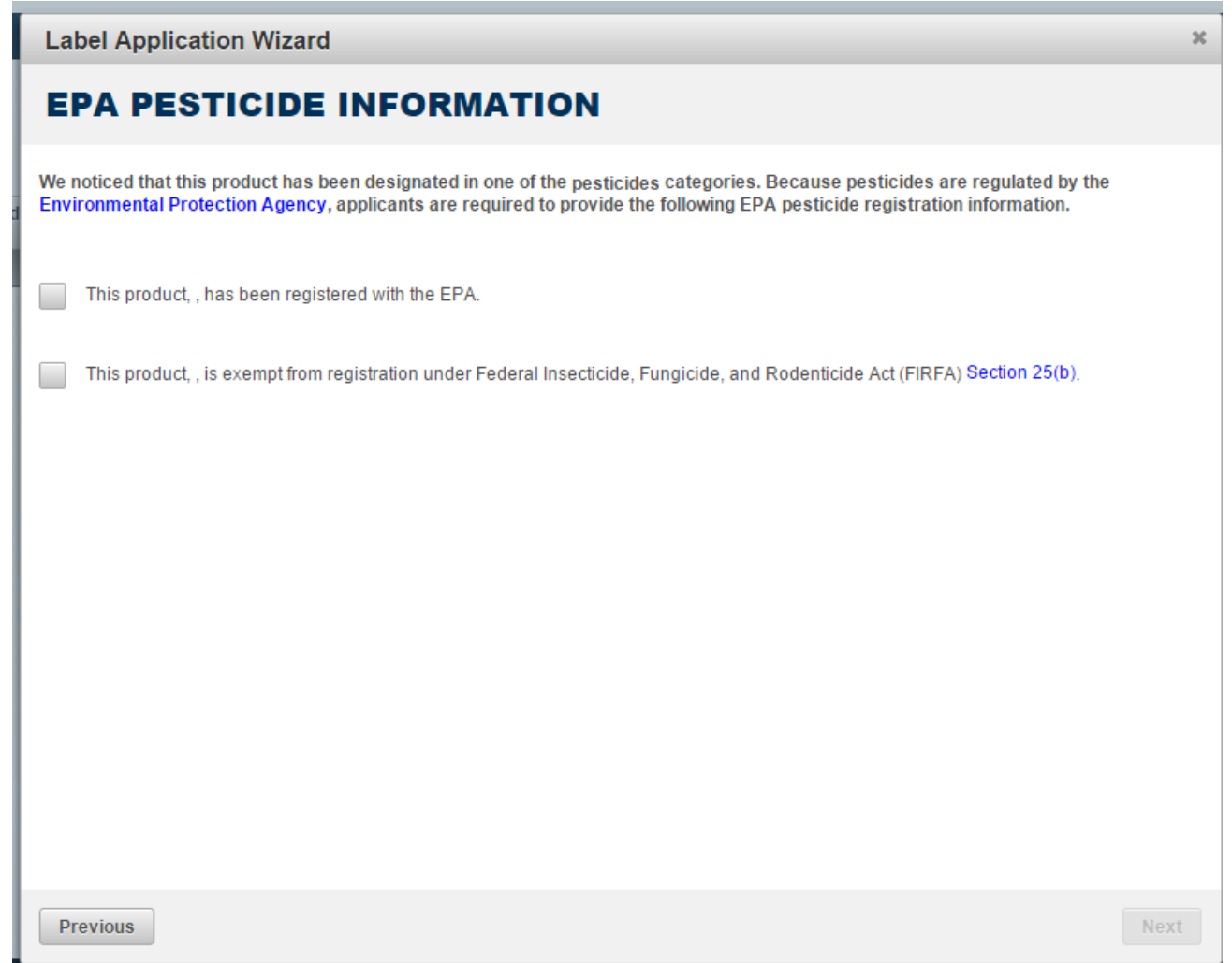


The screenshot shows a software window titled "Label Application Wizard" with a close button in the top right corner. The main heading is "GENERAL INFORMATION". Below this, the product name "BioLaundry" is displayed. A warning message states: "If the following information is inaccurate, edit prior to filling out this label application." The estimated biobased content is shown as 93%. Under "Item Designations chosen for BioLaundry:", there is a list item "[34%] - Laundry Products - General Purpose". A note at the bottom of the main content area says: "The minimum biobased content required to pass product testing is 34%. The estimated biobased content of this product exceeds the minimum." A "Next" button is located in the bottom right corner of the window.

# Applying for Certification

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

- If your product is a pesticide, and if your product has been registered with EPA, click on the first box. You will then be prompted to enter the Registration Number and Signal word.
- Click on “Next.”



The screenshot shows a software window titled "Label Application Wizard" with a close button in the top right corner. Below the title bar is a section header "EPA PESTICIDE INFORMATION". The main content area contains a paragraph: "We noticed that this product has been designated in one of the pesticides categories. Because pesticides are regulated by the [Environmental Protection Agency](#), applicants are required to provide the following EPA pesticide registration information." Below this text are two checkboxes, both of which are currently unchecked. The first checkbox is followed by the text "This product, , has been registered with the EPA." The second checkbox is followed by "This product, , is exempt from registration under Federal Insecticide, Fungicide, and Rodenticide Act (FIRFA) [Section 25\(b\)](#)." At the bottom of the window, there are two buttons: "Previous" on the left and "Next" on the right.

# Applying for Certification

- If both the product and its packaging are biobased, and you would like the label to indicate the percentage biobased on the product and package, click on “[Product Name] requires packaging indicators.”
- Previously certified products for your company will be listed. Select the certified product that applies.
- Click on “Next.”


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.



Previous

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:

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

Previous Next

# Applying for Certification

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

### Label Application Wizard

## DISCLAIMER

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

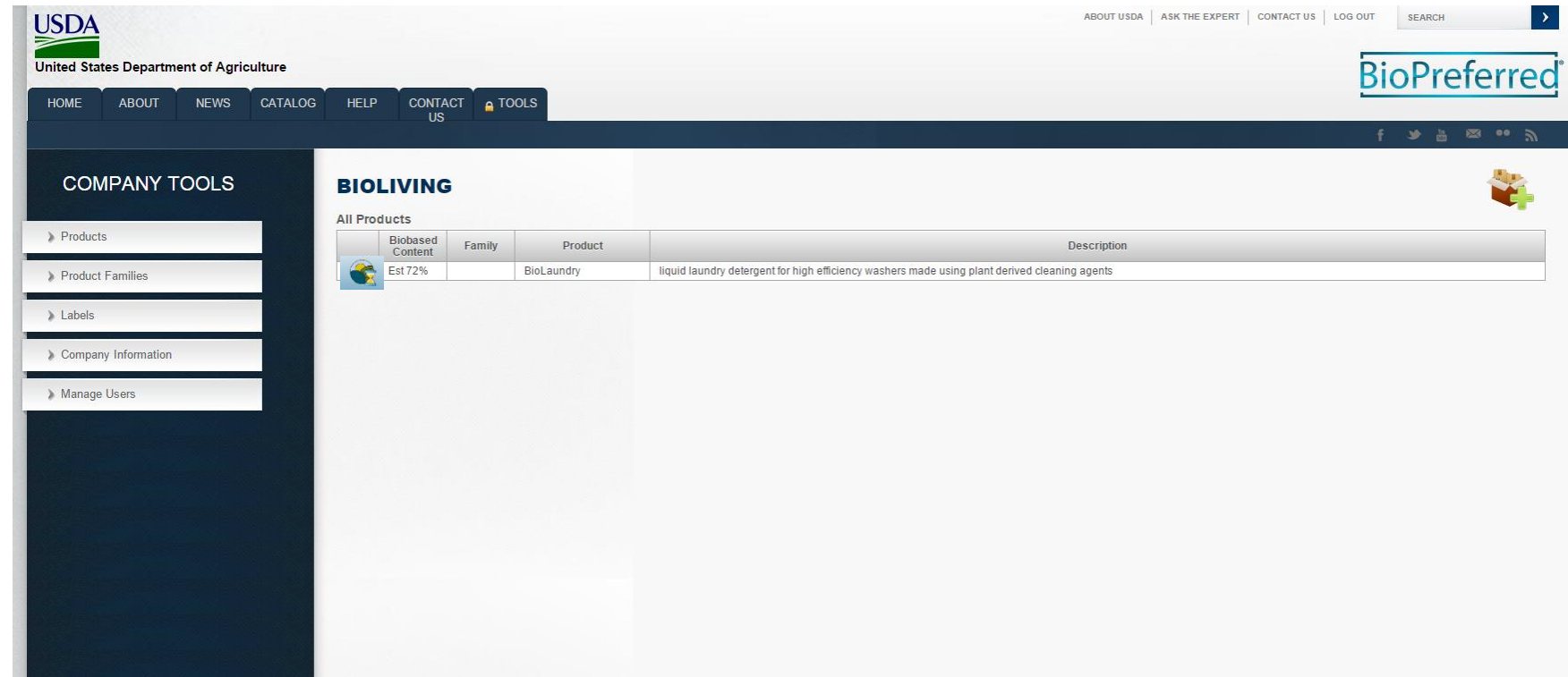
- The product/package for which certification is sought meets the definition of a biobased product as defined by the U.S. Department of Agriculture:  
*Biobased Product. A product determined by USDA to be a commercial or industrial product (other than food or feed) that is: (1) Composed, in whole or 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*
- 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.

# Add Additional “Stand Alone” Products


- Congratulations! You have completed the label application.



- **Do not proceed until you have been contacted by the BioPreferred program**
- At this point, you are at the Company Tools main menu. Products you have entered are displayed on the screen.
- Using the navigation bar to the left, you may enter information for another product, apply for the label for a product already entered, or manage existing labels. Add products by clicking on the



The screenshot shows the USDA BioPreferred program interface. At the top left is the USDA logo and "United States Department of Agriculture". The top right has navigation links: "ABOUT USDA", "ASK THE EXPERT", "CONTACT US", "LOG OUT", and a "SEARCH" button. Below the navigation is a dark blue header with "HOME", "ABOUT", "NEWS", "CATALOG", "HELP", "CONTACT US", and "TOOLS". On the left is a "COMPANY TOOLS" sidebar with a dark blue background and white text, containing a list of options: "Products", "Product Families", "Labels", "Company Information", and "Manage Users". The main content area is titled "BIOLIVING" and shows "All Products" in a table format. The table has columns for "Biobased Content", "Family", "Product", and "Description". One product is listed: "Est 72%" under Biobased Content, "BioLaundry" under Family, and "liquid laundry detergent for high efficiency washers made using plant derived cleaning agents" under Description. In the top right corner of the main content area, there is a "BioPreferred" logo and a small icon of a cardboard box with a green plus sign.

	Biobased Content	Family	Product	Description
	Est 72%		BioLaundry	liquid laundry detergent for high efficiency washers made using plant derived cleaning agents