



**BIODEGRADABLE
PRODUCTS
INSTITUTE**

CERTIFICATION CHECKLIST

PRE-ASSESSMENT

- Confirmed products' eligibility for BPI certification
- Determined how to display BPI Certification Mark on products and their packaging
- Completed, signed, and sent BPI CDA
- Completed and sent BPI Member Profile Form
 - Sent company or brand logo for inclusion in the BPI catalog
- Completed, signed, and sent BPI Application (ALL sections required and signed)
 - Sent product photos
- Sent SDS in English for each ingredient from each supplier listed in formulation
- Completed, signed, and sent BPI PFA Statement
- Completed and sent BPI Product Worksheet
- Received BPI Application invoice
- Paid BPI Application invoice

TESTING

- Received procedure number from BPI
- Received required test scheme from BPI's Technical Reviewer, DIN CERTCO
- Arranged testing with BPI-Approved Lab

TECHNICAL REVIEW

- Sent samples to BPI's Technical Reviewer DIN CERTCO for verification (separate process from required test scheme)
- Sent test reports for required test scheme from external, BPI-Approved Lab (sent directly from the lab to BPI and DIN CERTCO)

ARTWORK REVIEW FOR USE OF THE BPI CERTIFICATION MARK

Received access to Certification Mark artwork

Sent product and packaging artwork

Received compliance confirmation for product and packaging artwork

MEMBERSHIP

Signed and returned BPI License Agreement

Received Licensing/Membership Invoice

Paid Licensing/Membership Invoice

CERTIFICATION COMPLETE

Received BPI Final Review Summary

Received counter-signed BPI License Agreement

Received BPI Certificate

Received link to company's listing in the BPI online catalog

Requested sublicenses for private label products (if applicable)