



## CERTIFICATION CHECKLIST

### PRE-ASSESSMENT

- Confirmed Products' Eligibility for BPI Certification
- Determined How to Display BPI Certification Marks on Products and 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)
  - Sent Product Photos
- Sent SDS in English for Each Ingredient from Each Supplier Listed in Formulation
- Completed, Signed, and Sent BPI PFA Form
- Completed, Signed, and Sent BPI Product Worksheet (can be completed later)
- Received BPI Application Invoice
  - \$1,500 for New Certifications
  - \$1,000 for Recertifications
- Paid BPI Application Invoice

### TESTING

- Received Procedure Number from BPI
- Received Required Test Scheme from BPI's Technical Reviewer, DIN CERTCO
- Requested Testing from BPI-Approved Lab

### TECHNICAL REVIEW

- Sent Samples to BPI's Technical Reviewer DIN CERTCO for Documentation (separate from required test scheme)
- Sent Required Test Results from external, BPI-Approved Lab (sent directly from the lab to BPI and DIN CERTCO)

## **ARTWORK REVIEW**

Send Product and Packaging Artwork (may be completed ahead of time)

Received Product and Packaging Artwork Approval

Sent Marketing Materials for Review

## **FINAL STEPS**

Received BPI Final Review Letter

Signed and Returned BPI Final Review Letter

Signed and Returned BPI License Agreement (may be completed ahead of time)

Received Licensing/Membership Invoice (if applicable)

Paid Licensing/Membership Invoice (if applicable)

## **CERTIFICATION COMPLETE**

Received Counter-Signed BPI License Agreement

Received Company's Unique Primary BPI Certification Marks

Received Secondary BPI Certification Marks

Received BPI Certificate

Received Link to Company's Page in the BPI Catalog

Requested Sublicenses for Private Label Products (if applicable)