

ATTACHMENT M

Third-Party Profiler Application Form for Cleaning Service Certification

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Safer Choice Third Party Profiler Application for Cleaning Service Certification Program

Instructions for Application Form

Background: *The Safer Choice program is a voluntary certification program that helps people find cleaning and other products made with safer ingredients for people, families, pets and the planet. When you see the Safer Choice label on a product it means EPA scientists have screened each ingredient for potential human health and environmental effects and have determined the product contains only safer ingredients. Design for the Environment (DfE) is a similar program currently used by EPA for the purpose of helping consumers and commercial buyers identify antimicrobial products that meet the health and safety standards of the normal pesticide registration process required by the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) as well as other rigorous criteria required by the EPA.*

The Safer Choice Cleaning Service Certification (CSC) program is a certification for cleaning service providers that use Safer Choice-certified products for cleaning and DfE-certified products for disinfecting.

*EPA works with certified **third party profilers** ("CSC Profilers") to review applications from cleaning service providers interested in qualifying their services for the Safer Choice Cleaning Service Certification. The CSC Profiler compiles all information from the cleaning service provider and submits it to Safer Choice. Qualified CSC Profilers have the expertise and objectivity needed to ensure a quality review, with high confidence in its accuracy and reliability.*

Safer Choice has set stringent requirements, as outlined in Section 8 of EPA's Safer Choice Standard and Design for the Environment (DfE) Standard, for parties applying to become qualified CSC Profilers for the CSC program. Before filling out the application in Section 2B, please review and consider the roles and responsibilities you will be asked to undertake as CSC Profiler:

- A. **Supporting the Safer Choice Program.** Safeguard and uphold the integrity, quality, and trustworthiness of the Safer Choice product and chemical evaluation processes, program, and label, including development of strong and effective working relationships with Safer Choice staff.*
- B. **Meeting and Maintaining the CSC Profiler Provisions in the Safer Choice Standard.** Satisfy the provisions of the Safer Choice Standard, section 8 "Profiler Requirements," which include secure handling of proprietary business information; program managerial skills; credibility and good standing; and success at a pilot review that simulates an actual application evaluation. (See Safer Choice Safer and Design for the Environment (DfE) Standard at <http://www2.epa.gov/saferchoice/safer-choice-standard>.)*
- C. **Following the Procedures in the CSC Profiler Handbook.** Use the CSC Profiler Handbook/Guidance Manual to inform its reviewing and compiling activities,*

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including, for example, ensuring the applicant submitted all the appropriate information (e.g., invoices, attestations); verifying the cleaning and disinfecting products purchased by the applicant are certified and purchased in the relevant timeframe; and reviewing requests for exceptions and supporting documentation. Beyond regular oversight, the CSC Profiler will conduct annual audits to ensure compliance with program requirements.

- D. **Submitting to Performance Review.** In addition to regular feedback and recommendations from Safer Choice staff, engage in annual performance reviews and, once every five years, a full performance evaluation.*
- E. **Adopting and Using the Salesforce Data System.** Use the Safer Choice Salesforce data system to manage all Safer Choice product review and partnership activities, including purchase and maintenance of the necessary computer hardware and system licenses.*
- F. **Performing Supplemental Duties.** Fulfill other requests and functions related to its CSC Profiler duties that may arise, if Safer Choice deems it necessary to the successful operation of the program.*
- G. **Adhering to Good Business Practices.** Demonstrate and follow good business practices in dealing with companies working with Safer Choice. Good business practices include: offering open access to your services to legitimate potential clients in the CSC Profiler's sole discretion; adopting and implementing customer service standards; and avoiding potential conflicts of interest.*

Application Process: To apply to serve as a Safer Choice CSC Profiler, a candidate should complete this application and have it signed by an authorized company or organization official.

EPA may request additional information in support of your application. Failure to provide the information may result in a delay or suspension of your application review.

The application is available online and may be filled out, scanned and emailed (preferred), or submitted in hard copy by mail or fax. Online applications must be electronically signed and sent to SaferChoice_Support@abtassoc.com.

As part of the application process, an applicant who meets the basic CSC Profiler qualifications will be asked to perform a trial review (i.e., a simulated or mock cleaning service provider review) to demonstrate technical competence and will be screened for their history of civil or criminal enforcement actions. Safer Choice will reach out to schedule a pilot review after the paper application has been received.

If you choose to send a hard copy, the application may be mailed to the following address maintained by our contractor (EPA Contract No. EP-W-08-010):

Safer Choice TPP Application
c/o Abt Global
Attn: Emily Connor
6130 Executive Boulevard
Rockville, MD 20852
P: 301-347-5197

Confirmation of Receipt: You will receive an email within one week confirming any materials you submit. It will be sent to the contact provided in the application. If you do not receive confirmation within one week, please contact Emily Connor.

Questions: Questions about eligibility, application procedures, or the Safer Choice Program should be directed to Melissa Hopkinson at hopkinson.melissa@epa.gov.

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SECTION 1:

Contact information.

Enter requested information for the authorized representative.

Organization Name	
Contact Name	
Address	
City, State, Zip	
Phone	Fax
Email	
Website	

SECTION 2: Technical Competence and Credibility

Please describe your company or organization’s abilities and experience as a third party profiler, using the sections below to guide your response. Your narrative should be no more than **five pages**, not including any additional documentation referenced in section 2.1 and 2.6.

<p>2.1 Staff</p> <p>____/10</p>	<p><i>A profiler shall have the appropriate personnel to assess adherence to program criteria. Staff shall include individuals familiar with the cleaning service provider industry.</i></p> <ul style="list-style-type: none"> • Please list and attach resumes of personnel qualified to support the Safer Choice CSC program.
<p>2.2 Assessment and interpretation abilities</p> <p>____/10</p>	<p><i>A profiler shall have the ability to assess purchase and use of certified products. This includes maintenance of appropriate staffing and a track record as a data reviewer.</i></p> <ul style="list-style-type: none"> • Describe your organization’s experience and expertise relevant to assessing information related to the purchase and use of certified products. • Identify whether your organization currently meets all ISO/IEC 17065 criteria.¹
<p>2.3 Assessment and evaluation of exceptions</p> <p>____/10</p>	<p><i>A profiler shall have the ability to assess and evaluate exceptions and evaluate documentation of exceptions (e.g., confirming that an exception request is reasonable because a significant number of products in a product category is not available)</i></p> <ul style="list-style-type: none"> • Describe your protocol and approach for assessing reasonableness of exceptions, such as those listed in Section 7.3 of the Standard.

¹ ISO/IEC 17065: 2012 – Conformity assessment- requirements for bodies certifying products, processes, and services. <https://www.iso.org/standard/46568.html>

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2.4 Ability to process applications and provide technical assistance ____/10	<p><i>A profiler shall have the ability to process applications and renewals and provide technical assistance to applicants and certified organizations (e.g., information technology experience and ability to communicate in languages of applicants/certified entities).</i></p> <ul style="list-style-type: none"> Describe your information technology expertise, knowledge and ability to process applications and communicate in languages other than English, and other relevant experiences providing technical assistance.
2.5 Secure handling of proprietary business information ____/10	<p><i>A profiler shall have the appropriate systems and procedures in place to ensure the protection of all proprietary business information obtained through the review process for this program.</i></p> <ul style="list-style-type: none"> Describe protocols and procedures in place for handling proprietary business information.
2.6 Safer Choice training and interaction ____/10	<p><i>The profiler shall have the skills, experience, and training necessary to uphold the integrity, quality, and trustworthiness of the Safer Choice product and chemical evaluation processes, program, and label.</i></p> <ul style="list-style-type: none"> Describe any previous interaction or training with Safer Choice or companies interested in Safer Choice certification. Demonstrate your adoption of good business practices - e.g., your policy on how to avoid conflict of interest.
2.7 Additional information	<ul style="list-style-type: none"> You may include testimonials, sample case studies, or other materials as attachments.
2.8 Pilot Review ____/40	<p>Safer Choice will reach out to schedule a pilot review that simulates an actual application evaluation after the paper application has been received.</p>
Total ____/100	

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**SECTION
3:**
Certification of
Application

Please have the appropriate company or organization official (e.g., CEO, vice president for governmental affairs, division head, or other authorized signatory) sign here to verify the accuracy of the application.

Signature of Authorizing Official	Date
Printed Name and Title	Date

I hereby affirm that the contents of this application are true and accurate to the best of my knowledge, and that I am a representative of the company or organization named above and am duly authorized to sign on its behalf.

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