

**ATTACHMENT K**

**Safer Choice Program: Cleaning Service Certification Audit Submissions in the Safer Choice Community Cloud-based Salesforce System**

**OMB Control No. 2070-0221  
Approval expires 5/31/2024**

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2070-0221). Responses to this collection of information are voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 12 hours per response for cleaning service providers establishing Partnership Agreements with Safer Choice and three hours per response for cleaning service providers undergoing partnership renewals and audits, including the time for reviewing instructions, gathering information, and completing and reviewing the submission. 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 to the Information Engagement Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Following are screenshots from the cleaning service certification audit submission forms in the Safer Choice Community cloud-based Salesforce data system. Please refer to Section 12b, IC #1 for a full list of data items collected. Note that the specific details of the screenshots may change over time as the Safer Choice program improves and/or modifies the system. However, the general and fundamental components of the Salesforce system will be similar to what is presented in the following screenshots.

**Audit Submissions**

Quote or Formal Review Page

Home Application Submission **Audit Submission**

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Please select either a Quote or a Formal Review. If you would like to receive a quote for the cost of the review from one or more third-party profilers, select Quote. If you already know which third-party profiler you will submit to for a formal review, select Formal Review. Some third-party profilers may prefer to receive a quote submission first, so it is a good idea to contact them if you are not sure which option to choose.

Are you submitting for a:

- 1. [Quote](#)
- 2. [Formal Review](#)

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The public reporting and recordkeeping burden for this collection of information is estimated to be 12 hours per response for cleaning service providers establishing Partnership Agreements with Safer Choice and three hours per response for cleaning service providers undergoing partnership renewals and audits, including the time for reviewing instructions, gathering information, and completing and reviewing the submission. 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 to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

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Product Information and Verification Page

Home Application Submission **Audit Submission**

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**Instructions**  
Please enter product and purchasing information below. Fields in red text are required for submission. You may save your submission at any time and come back to it later.  
Only one document will be allowed per product type - uploading a second document will override the original. Additional attachments can be uploaded on the submission summary page once all other information has been entered and saved. There is a maximum file size limit of 5MB. Zip files are not an accepted file type.

**Product Information and Verification**

**Product**

Brand Name ABC Brand  
Product Name Sample Floor Cleaner  
Sector  
Fire Defense Products  
Floor Care Products : Floor Strippers  
Graffiti Removers  
Granite/Stone Cleaners  
Chosen  
Floor Care Products : Floor Cleaners  
Floor Care Products : Floor Finishes  
Date Purchased 3/28/2024 [ 3/28/2024 ]  
Quantity Purchased 1000  
Invoice Verifying the Cleaning and Disinfecting Product Types Choose File No file chosen  
Requesting Exception   
If applicable, request(s) for exception(s) and supporting documentation Choose File No file chosen

**Product**

Brand Name ABC Brand  
Product Name Sample Wood Cleaner  
Sector  
Toilet Bowl Cleaners  
Tub/Tile Cleaners  
Upholstery Cleaners  
Window/Glass Cleaners  
Chosen  
Wood Cleaners  
Date Purchased 3/28/2024 [ 3/28/2024 ]  
Quantity Purchased 500  
Invoice Verifying the Cleaning and Disinfecting Product Types Choose File No file chosen  
Requesting Exception   
If applicable, request(s) for exception(s) and supporting documentation Choose File No file chosen

Add Additional Product

**Sector:** Pick list options are Air Conditioner Coil Cleaners; Aircraft Cleaning Products; All-Purpose Cleaners; Athletic Field Paints; Automatic Dishwasher Detergents; Bio: Bilge Maintainers; Bio: Bioremediators; Bio: Drain Maintainers; Bio: Grease Trap/Lift Station Maintainers; Bio: Septic System Treatments; Bio: Vehicle/Parts Wash Additives; Bio: Wastewater Inoculants; Brick and Masonry Cleaners; Car Care Products; Carpet Care Products: Carpet Cleaners; Carpet Care Products: Spot Removers; Degreasers; Deicers; Descalers; Dish Soaps; Dry Erase Board Cleaners; Fire-Fighting Products; Floor Care Products: Floor Cleaners; Floor Care Products: Floor Finishes; Floor Care Products: Floor Strippers; Graffiti Removers; Granite/Stone Cleaners; Grease Trap Products; Hand Soaps; Industrial Coating: Conversion Coatings; Industrial Coating: Pavement Treatments; Inkjet Printing Products; Kitchen/Countertop Cleaners; Laundry Products: Fabric Softeners; Laundry Products: Laundry Detergents; Laundry Products: Pre-Treaters; Leather Cleaners; Marine/RV Cleaners; Medical Instrument Cleaners; Metal Cleaner/Polishes; Odor Removers;

Oven/Grill/Barbeque Cleaners; Parts Washers; Semiconductor/Microelectronics Cleaners; Soluble Films; Stainless Steel Cleaners; Tire Additives; Toilet Bowl Cleaners; Tub/Tile Cleaners; Upholstery Cleaners; Window/Glass Cleaners; Wood Cleaners; Other Industrial/Institutional Products; Other Consumer Products

Attestation Page

Home Application Submission **Audit Submission**

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**Instructions**

Please attest that the company associated with this application is abiding by the criteria of the Safer Choice Cleaning Service Certification program and uses Safer Choice-certified products for cleaning and DfE-certified products for disinfecting, in product classes with Safer Choice and DfE-certified products, to the maximum extent practicable. If requesting exceptions, the company is abiding by the criteria of the Safer Choice Cleaning Service Certification program if the exceptions are approved by the Safer Choice program.

**First Attestation**

First Attestation Signature

Signature Date  (  )

Requesting an Attestation Exception

**Instructions**

Please attest that the company associated with this audit supplies informational material and resources about Safer Choice- and DfE-certified products and best cleaning practices to their employees.

**Second Attestation**

Second Attestation Signature

Signature Date  (  )

Requesting an Attestation Exception

Materials with Logo and Customer type Page

Home Application Submission **Audit Submission**

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**Instructions**

Please upload materials, or images of material, that use the Safer Choice CSC logo or mention the certification. Fields in red text are required for submission. Only three documents will be allowed - uploading additional documents will override the originals. Additional attachments can be uploaded on the submission summary page once all other information has been entered and saved. There is a maximum file size limit of 5MB. Zip files are not an accepted file type.

**Materials, or images of material, that uses the Safer Choice CSC logo or mentions the certification**

|                        |  |                |
|------------------------|--|----------------|
| <b>Logo Document 1</b> | <input type="button" value="Choose File"/> | No file chosen |
| Logo Document 2        | <input type="button" value="Choose File"/> | No file chosen |
| Logo Document 3        | <input type="button" value="Choose File"/> | No file chosen |

**Instructions**

Please answer the question below. Fields in red text are required for submission. You may save your submission at any time and come back to it later.

**Customer Types**

|  |  |
|--|--|
| <b>Customer Type</b>                   | <input type="text" value="Household"/> |
| <b>Households or Businesses Served</b> | <input type="text" value="1000"/>      |
| <b>Customer Type</b>                   | <input type="text" value="Business"/>  |
| <b>Households or Businesses Served</b> | <input type="text" value="500"/>       |
| <b>Customer Type</b>                   | <input type="text" value="Municipal"/> |
| <b>Households or Businesses Served</b> | <input type="text" value="50"/>        |

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