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Hygienically Clean Certification – Multiple Programs Renewal and Audit Process

Important Information

Hygienically Clean recommends for you to review and download a copy of the program specific [standard](#) prior to submitting your application. **Please retain this page for your reference.**

Renewal Process

1. Complete all sections of your application in its entirety. An incomplete application may cause a delay in processing.
2. Determine the applicable audit fees for your desired programs. **See Section XIII and XIV of the application.**
3. Submit a copy of your application with payment to TRSA by check or credit card. Applications are accepted by U.S. Postal Service, Courier Service (i.e., UPS, FedEx), fax or e-mail. **See Section X of the application.**
4. Confirmation of receipt of your application along with additional information will be emailed to you from TRSA.
5. Quality Assurance Manual: The Quality Assurance (QA) manual must be updated prior to the renewal audit. For more information regarding updating your QA manual, reference Section 5 of the program specific [standard](#).
6. Hygienically Clean E-Learning Course: Each facility is required to identify an expert to complete the [Producing Hygienically Clean Textiles Course](#) during the renewal process. This course must be completed within one year of your scheduled renewal audit. The E-Learning certificate will be verified as a part of the inspection process.

Audit Process

1. Approximately 90 days prior to your expiration date, TRSA will contact will you schedule your renewal audit.
2. Auditors must have access to certified facilities during normal business hours to conduct audits for the purpose of determining compliance with this standard. Audits will be scheduled at a mutually agreeable time between the TRSA Auditor and the facility. For more information regarding audits, reference Section 6 of the program specific [standard](#).
3. Once an audit is conducted, expenses incurred by TRSA for onsite audits will be invoiced separately based on actual costs.

Certification Process

1. After the Audit confirms compliance with Hygienically Clean Certification requirements, the facility will be renewed.
2. Full payment of all program fees (certification, audit and inspector costs for all plants must be paid prior to certification is renewed. **See Section XIII and XIV of the application for applicable fees.**
3. Once certification is granted, a Certificate of Compliance stating conformance to production of hygienically clean textiles will be issued. The facility will then be given permission to use the TRSA logo indicating conformance to this standard. For more information regarding the certification process, reference Section 9 of the program specific [standard](#).



Hygienically Clean Certification - Multiple Programs Renewal Application

Important Information

Please reference the *Hygienically Clean Certification Multiple Programs Renewal and Audit Process* document while completing this application. **Please complete all sections in their entirety.**

Section I: General Information

Please indicate your expiration date: _____

Company Name: _____

Plant Address: _____

City: _____ State: _____ Postal Code: _____

Telephone: _____ Fax: _____

Website: _____ Email: _____

Primary Contact: _____ Title: _____

Primary Contact's Email: _____

Audit On-site Contact (if different than primary contact): _____

Cell Phone: _____ On-site Contact's Email: _____

Billing Address: (if different than plant address)

Address: _____

City: _____ State: _____ Postal Code: _____

Billing Contact: _____ Telephone: _____

Billing Contact's Email: _____

Section II: Hygienically Clean Program Fees

Please provide the name of a plant employee to complete this course (if different than primary contact)

Employee Name: _____ Title: _____

Email Address: _____ Telephone: _____

Section III: Depot Information

Offsite Depot: Yes No (if no, skip to Section III)

If yes, please indicate number of depots: _____

Please complete the following information for all depots. If necessary, you may list on a separate sheet.

Depot #1 Address: _____

Mileage from Plant Location: _____

Depot #2 Address: _____

Mileage from Plant Location: _____

Depot #3 Address: _____

Mileage from Plant Location: _____

Depot #4 Address: _____

Mileage from Plant Location: _____

Depot #5 Address: _____

Mileage from Plant Location: _____

Section IV: Hygienically Clean Program Fees

All fees for each certification program is outlined in the chart in Appendix I of this application. Please reference the chart for the applicable fees for your desired certification programs.

Section V: Indemnification Notice

Applicant shall indemnify and hold harmless TRSA, its officers, directors, members, and employees against any and all suits, actions, claims, damages, losses, liabilities, judgments, awards and costs (including reasonable legal fees and expenses), that may be sustained or incurred by, relating to, arising out of or resulting from any acts or omissions of applicant in connection with its use of the Hygienically Clean trademark or certification program, or its violation or breach of any term or requirement of this Contract.

Section VI: Confidentiality Statement

Information included in this application is strictly confidential. All information submitted on the application and in conjunction with the application will be held confidentially by TRSA and will not be disclosed to any third party without written consent of the Applicant. Access to the Application and all associated data will be restricted to personnel who need the information in order to fulfill the certification requirements.

Section VII: Media Notification

TRSA reserves to right to announce the acquisition of certifications to the laundry industry and media outlets via press releases, website updates, weekly newsletters and or *Textile Services Magazine*.

Section VIII: Conflict of Interest Statement

It is TRSA policy that employees of TRSA must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to TRSA in conducting TRSA business activities. TRSA recognizes that employees may take part in legitimate financial, business, charitable and other activities outside their jobs, but any potential conflict of interest raised by those activities must be disclosed promptly to TRSA management.

Section IX: Audit Cancellations

Audits cancelled less than 14 days from the date of audit will be subjected to all auditor's cost for travel, which will be billed separately based on actual costs.

Section X: Application Submission

Applications may be mailed, courier serviced, or emailed to TRSA. **For your security, if emailing and paying by credit card, please call us with your credit card information or password protect your document.**

Section XI: Authorization and Signature

Printed Name

Signature

Date: _____

Title: _____

Section XII: Payment Information

Application & Audit Fees Amount Due: \$ _____ Fees paid on another application

Check Enclosed

Credit Card Type: VISA MasterCard AMEX Discover

Credit Card Number: _____ Exp. Date: ____/____ CVV#: _____

Cardholder Name: _____

Cardholder Signature: _____ Date: _____

Section XIII: Hygienically Clean Program Fees Chart

Hygienically Clean Programs: <input type="checkbox"/> Healthcare <input type="checkbox"/> Hospitality <input type="checkbox"/> Food Safety <input type="checkbox"/> Food Service								
Program Fees		Program 1	Program 2	Program 3	Program 4	Total	# of Plants Applying	Total Fees
Certification Fees (Due annually for current certification period – 3 years, for each program)	Member:	\$1,600	\$1,600	\$1,600	\$1,600		X =	
	Non-member:	\$3,200	\$3,200	\$3,200	\$3,200		X =	
Audit Fees¹ (per plant)	Member:	\$2,200	\$1,100	\$1,100	\$1,100		X =	
	Non-member:	\$4,400	\$2,200	\$2,200	\$2,200		X =	
Depot Inspection Fee¹	Member:	\$1,300	\$650	\$650	\$650		X =	
	Non-member:	\$2,600	\$1,300	\$1,300	\$1,300		X =	

¹Does not include inspector's cost for travel, which is billed separately based on actual costs.

Section XIV: Payment Schedule

Fee Type	Explanation
Application Fee(s)	Full payment must be received with your application
Audit Fee(s)	Full payment must be received with your application
Auditor Costs	Invoiced separately, based on actual cost, after completion of inspection
Certification Fee(s)	Invoiced annually after certification is awarded