



1800 Diagonal Road, Ste 200, Alexandria, VA, 22314 • Phone: (703) 519-0029 • Fax: (703) 519-0026

Email: [certification@trsa.org](mailto:certification@trsa.org) • [www.hygienicallyclean.org](http://www.hygienicallyclean.org)

## TRSA Hygienically Clean Certification – Food Service Application, Inspection and Certification Process

### Important Information

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

### Application Process

1. Complete all sections of your application in its entirety. An incomplete application may cause a delay in processing.
2. Determine the appropriate application and inspection fees based upon whether the company is a member or non-member. **See Section II 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. Sample Selection for Microbiological Testing: Testing may begin prior to the submission of your application. Initial test results must be submitted 60 days after the submission of your application. Secondary test results must be submitted no later than 45 days after the initial results are received. For more information regarding testing, reference Section 7 of the [Hygienically Clean Food Service Standard](#).
6. Quality Assurance Manual: The Quality Assurance (QA) manual must be compiled prior to the initial inspection. For more information regarding compiling your QA manual, reference Section 5 of the [Hygienically Clean Food Service Standard](#).
7. Hygienically Clean E-Learning Course: Each facility is required to identify an expert to complete the [Hygienically Clean E-Learning Course](#) during the certification process. The E-Learning certificate will be verified as a part of the inspection process.

### Inspection Process

1. You must contact TRSA to schedule an inspection within 60 days of the secondary sample submission meeting the standard requirements.
2. Inspectors shall have access to certified facilities during normal business hours to conduct inspections for the purpose of determining compliance with this standard. Inspections will be scheduled at a mutually agreeable time between the TRSA inspector and the laundry facility. For more information regarding inspections, reference Section 6 of the [Hygienically Clean Food Service Standard](#).
3. Once an inspection is conducted, expenses incurred by TRSA for onsite inspections will be invoiced separately based on actual costs.

### Certification Process

1. After the inspection confirms compliance with Hygienically Clean Certification Food Service requirements, the plant will be certified.
2. Full payment of all program fees (application, inspection, inspector costs and first installment of certification fee) for all plants must be paid prior to certification being granted. **See Section II 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 [Hygienically Clean Food Service Standard](#).



## TRSA Hygienically Clean Certification Food Service Application

### Important Information

Please reference the *TRSA Hygienically Clean Certification Food Service Application, Inspection and Certification Process* document while completing this application. **Please complete all sections in its entirety.**

### Section I: General Information

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

### Section II: Hygienically Clean Program Fees

<b>Application Fee</b> # of plants applying for certification: _____	<b>Member:</b>	<b>\$ 1,800</b>
	<b>Non-member:</b>	<b>\$ 3,600</b>
<b>Certification Fee (3-years, per plant)</b> (Paid in annual installments over three years)	<b>Member:</b>	<b>\$ 3,000</b>
	<b>Non-member:</b>	<b>\$ 6,000</b>
<b>Inspection Fee</b>	<b>Member:</b>	<b>\$ 2,200<sup>1</sup></b>
	<b>Non-member:</b>	<b>\$ 4,400<sup>1</sup></b>
<b>Re-inspection Fee</b>	<b>Member:</b>	<b>\$ 2,200<sup>1</sup></b>
	<b>Non-member:</b>	<b>\$ 4,400<sup>1</sup></b>
<b>Microbiological Testing</b>	<b>Laboratory Dependent</b>	

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

### Section III: 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 IV: Confidentiality Statement

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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 V: Media Notification

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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 VI: Conflict of Interest Statement

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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 VII: Authorization and Signature

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\_\_\_\_\_  
**Printed Name**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

Title: \_\_\_\_\_

## Section VIII: Payment Information

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**Application & Inspection 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 IX: Payment Schedule

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Fee Type	Explanation
<b>Application Fee(s)</b>	Full payment must be received with your application
<b>Inspection Fee(s)</b>	Full payment must be received with your application
<b>Inspector Costs</b>	Invoiced separately, based on actual cost, after completion of inspection
<b>Certification Fee(s)</b>	Paid annually in installments over a three-year period; First installment must be received prior to certification being awarded

## Section X: Application Submission

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Applications may be mailed, courier serviced, emailed or faxed 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.**