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# GREENSCREEN® PROFILER PROGRAM APPLICATION

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## TABLE OF CONTENTS

<b>1. Submit Proposal</b>	<b>2</b>
<b>2. Submit completed checklists</b>	<b>2</b>
<b>3. Annex I - Company Self-Disclosure Checklist</b>	<b>3</b>
<b>4. Annex II - Personnel Self-Disclosure Checklist</b>	<b>7</b>

**1. SUBMIT PROPOSAL**

- 1.1.1 Demonstrate in what ways your organization meets the general and technical competency requirements to become a Licensed GreenScreen Profiler as outlined in the Licensed GreenScreen Profiler Application Procedure.
- 1.1.2 The proposal shall include the name, contact information and a short summary of knowledge, skills and abilities for the Candidate Organization and all supporting staff to determine appropriate expertise and capacity.

**2. SUBMIT COMPLETED CHECKLISTS**

- 2.1.1 Licensed Profilers shall adhere to the full GreenScreen requirements outlined in the Company Self-Disclosure Checklist in Annex I and the Personnel Self-Disclosure Checklist in Annex II.
- 2.1.2 Licensed Profilers may choose to demonstrate conformity with the GreenScreen requirements in Annex I and II by meeting the criteria of ISO/IEC 17065: 2012, Conformity Assessment – Requirements for bodies certifying products, processes and services, International Organisation for Standardisation, Geneva, International Organisation for Standardisation, Geneva.
  - 1) If ISO 17065 is used to meet the GreenScreen requirements outlined in Annex I, the only requirement is to document the dates of the applicant's accreditation for ISO 17065 in Annex I (i.e., the full checklist is not required) and submit documentation to support its accreditation along with other application materials.

### 3. ANNEX I - COMPANY SELF-DISCLOSURE CHECKLIST

**Table A1. Requirements for Company-wide Quality Assurance and Quality Control**

All Companies operating as Licensed GreenScreen Profilers shall possess the following qualifications and competencies. Mark Yes or No in the first column, and include any pertinent notes.

Does the Company have an internal written procedure(s) to follow ISO Guide 17065 and maintains certification to this standard?

☐ YES (If Yes, leave the rest of this checklist blank, sign and date. Complete Annex II.)

☐ NO (If NO, use the checklists to meet the License GreenScreen Profiler requirements)

Yes/ No	Ref #	Item	Notes
	I.1	Company is a legal entity, or a defined part of a legal entity, such that the legal entity can be held legally responsible for all its assessment activities.	
	I.2	For all outsourced services, the Company has a legally binding contract with the body that provides the outsourced service, including provisions for confidentiality and conflict of interest.	
	I.3	Company executes a legally enforceable agreement for the provision of assessment activities to its clients that includes: <ol style="list-style-type: none"> <li>1. The responsibility of the client to participate in the investigation of complaints.</li> <li>2. All claims made by the client, including claims made in the media and in advertising are consistent with the scope and validation status of the assessment.</li> <li>3. If the client provided assessment documentation to others, the report shall be reproduced in full to communicate Benchmark scores.</li> </ol>	
	I.4	Company maintains a formal process where clients inform the company, without delay, of changes that may affect its ability to conform with the assessment requirements. This shall include: <ol style="list-style-type: none"> <li>1. Changes in the ownership of the client</li> <li>2. Changes in the material being assessed</li> </ol>	

## LICENSED GREENSCREEN® PROFILER APPLICATION

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	I.5	Company has adequate arrangements (e.g., financial stability, insurance or reserves) to cover liabilities arising from its operations.	
	I.6	Company has internal procedures written to train staff on the requirements of the GreenScreen® for Safer Chemicals Hazard Assessment Guidance.	
	I.7	Company employs at least 2 qualified team members who are responsible for performing GreenScreen assessments and maintaining quality, validity and completeness of assessments.	
	I.8	Company's track record of high performance can be verified externally. This may be supported by testimonials from clients and others in a position to evaluate performance.	
	I.9	Company has internal measures in place to maintain neutrality, impartiality, trustworthiness, and reliability.	
	I.10	List any Company accreditations and dates of expiration.	
	I.11	Company management has identified the board, group of persons, or person having overall authority and responsibility for each of the following:	
	a	development of policies relating to the operation of the Licensed Profiler;	
	b	supervision of the implementation of the policies and procedures;	
	c	supervision of the finances of the Licensed Profiler;	
	d	development of assessment activities;	
	e	development of assessment requirements;	
	f	evaluation, review and decisions on assessments;	
	g	delegation of authority to committees or personnel, as required, to undertake defined activities on its behalf;	
	h	contractual arrangements;	
	i	provision of adequate resources for assessment activities;	

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	j	responsiveness to complaints and appeals;	
	k	personnel competence requirements;	
	l	management system of the Licensed GreenScreen Profiler.	

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**Table A2. Required Company-wide Technical Competencies**

All Companies operating as Licensed GreenScreen Profilers shall possess the following qualifications and competencies:

Yes/ No	Ref #	Item	Notes
	I.11	Company has access to information technology expertise. Please describe in the notes column.	
	I.12	Company has the appropriate documented systems and procedures in place to ensure the protection of all proprietary business information obtained through this program.	
	I.13	Company has documented protocols and equipment for data searching, storage and retrieval.	
	I.14	Company has unbiased, verifiable and established technical abilities to assess and interpret diverse toxicological and other health and environmental information including use of the Globally Harmonized System of Classification and Labelling (GHS). Company's track record as a reviewer of toxicological data can be verified externally.	

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

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

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

#### 4. ANNEX II - PERSONNEL SELF-DISCLOSURE CHECKLIST

**Table A3. Technical Expert Qualifications and Competencies**

Each individual performing GreenScreen assessments and/or performing quality control or other management or supervisory role for individuals performing GreenScreen Assessments shall possess the following qualifications and competencies. Use separate self-disclosure forms for each individual.

Yes/ No	Ref #	Item	Notes
	II.1	Individual performing GreenScreen Assessments has at least two (2) years of relevant experience to show understanding of applicable legislation and regulations related to chemicals.	
	II.2	Individual has the ability to access and manage chemical, health and environmental hazard information, including fluency with chemicals at the structural level or others with science/technical backgrounds.	
	II.3	Individual demonstrates skill at using EPA and other physical-chemical and environmental estimation models and software. This shall be indicated by involvement with EPA's Sustainable Futures Program; submission of Sustainable Futures Premanufacture Notices; relevant experience and work products. Note equivalent expertise using equivalent tools from other countries may also be used to demonstrate skill in the last column.	
	II.4	Individual effectively and systematically assesses situations and information to make informed decisions on objective and verifiable evidence.	
	II.5	List all degrees and professional certifications and dates of expiration.	
	II.6	Individual communicates confidently and with authority to secure agreements with the client's management.	

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

Individual Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

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