**GBAC® STAR Registered Program Application and Requirements**

START HERE: READ FIRST

The application fee is for GBAC® to conduct a thorough review of the claims you make about your program, its safety and certifications, practicality, learning material, marketing language, and environmental and sustainability elements. **Please note that applying to this GBAC program does not guarantee the program or technology will be Registered.**

Overview

GBAC is now offering manufacturers and other companies the opportunity to have their programs that contribute to a high-performance cleaning and maintenance regimen in support of a hygienic indoor environment achieve the GBAC STAR™ Registered Seal. The successful registration provides assurance to customers and manufacturers that the program has been assessed by the GBAC Scientific Advisory Board for scientific validity, usability, practicality, operator safety, and claimed effectiveness.

**The GBAC STAR Registered Program (“Program”) is a third party, independent, science-based “validation” that the program is fit for the stated purpose AND fully aligned with the GBAC Star 20 elements and GBAC Star Accreditation.**

Companies that have programs intended to assist customers in addressing their cleaning and disinfection regimen **AND** are directly aligned with the GBAC Star 20 elements and GBAC Star Facility Accredidation, can apply to register their program or program elements with GBAC.

The intent is to show how the program and/or program elements align and support entities that are planning and/or are accredited within GBAC STAR. All programs submitted for registration are **required** to submit a detailed description indicating how their program or program elements will support conformity with the 20 elements, and help and support an entity with their GBAC STARFacility Accreditation.

Requirements need to be met and verified by the GBAC Scientific Advisory Board before a specific program is registered. **Only programs that are currently marketed and commercially available shall be eligible for registration under the Program.**

**Important**: If deemed necessary by the GBAC Scientific Advisory Board and feasible by the applicant, a fully functional demo copy (e.g., for software) must be provided to the reviewer for a hands-on assessment. If the applicant decides that this request is not feasible, other alternatives shall be considered.

The Program is a form of recognition and as such requires clear and tangible benefits primarily to the user/purchaser.

Examples of programs or program elements that may be eligible for the Program include but are not limited to:

* Training programs
* Audit programs
* Continuous improvement programs
* Health and safety programs
* Cleaning and/or disinfection programs
* Infectious disease prevention programs
* QMS programs
* Documentation control programs
* Performance validation programs
* Software and other digital programs

**Registration Requirements:**

1. Please provide detailed written documentation on how your program/product assists entities/customers in meeting one or more of the 20 elements of the GBAC STAR Facility AccreditationProgram (see Table 3 at the bottom of this document).

2. Provide evidence and validity of all product/program claims including:

1. Scientific data/testing if appropriate. Any submitted evidence must be linked to the relevant claim in #6.
2. If applicable, a list of all relevant certifications, adherence to industry standards, and/or regulatory approval for the intended use and application if appropriate and required.
3. Submission of all consumer safety reviews and certifications with attached evidence if appropriate and required.
4. If applicable for scientific-based tests (only), provide information on the lab, test procedures and applicable laboratory qualifications.

3. Provide documentation for all programs, software, cloud based, digital and non-digital data acquisition, website and remote learning tools, anything that requires the collection of user or user related data and information, related to:

1. Data protection information, legal terms, data ownership and use permissions, disclaimers and other relevant information, disposal, etc.
2. User rights to their information, collection, use and disposal.
3. All information on secondary and/or tertiary use of user related information by other parties.
4. Provide documentation on the required setup, tools, and resources for customers to implement and use the program/product. An additional document specifying the cost/benefit of this program (analysis) based on recent data (within the last 3 years) from a buyer/user perspective. **General marketing material is not sufficient.**
5. Provide copies of relevant instruction and/or user manuals and learning material. Provide information regarding any education, learning, and training requirements that must be met/ acquired by the customer to use the program/product.
6. Provide copies/links of all relevant marketing material (see also #2). Any submitted material/claim must be linked to the relevant evidence in #2.

7. Please provide a detailed description of the program/product that will help the reviewer in understanding what it is all about. This will not be scored!

**Examples of certifications, adherence to industry standards and/or regulatory approval:**

1. Scientific basis for claim of performance/functionality
	1. Independent 3rd party testing according to standardized, industry accepted criteria
	2. Test results have been published and are consumer accessible (anyone can see them at no charge).
	3. Limitations of testing and results have been identified and are published (e.g., test setup, number tests, deviations…).
	4. Other pertinent information or registrations that the manufacture believes may apply.
2. Consumer safety review and certification
	1. The program meets any, and all applicable regulatory requirements or voluntary standards for functionality, safety, and performance in the country/region/locality of distribution. Examples: UL, CE marks
3. Electrical safety (if applicable)
4. Chemical safety (if applicable)
5. Mechanical safety (if applicable)
6. Consumer privacy protection

1. Other pertinent information or registration that the manufacturer believes may apply.
	1. Example: Green Seal Certification, ORMI (organic listed), etc.

**Claim validation:**

Claims submitted for validation must be compliant with the U.S. Federal Trade Commission Act that requires advertising and marketing claims to be truthful, not misleading, or deceptive, and must be backed by scientific evidence when appropriate. Manufacturers must have evidence to back up their claims. A representation, omission or practice is deceptive if it is:

* Likely to mislead consumers; and
* Important to a consumer’s decision to buy or use the product or service.

In addition, claims must be **substantiated**, especially when they concern health, safety, or performance. The type of evidence may depend on the program, the claims, and what experts believe is necessary. If your ad specifies a certain level of support for a claim - "tests show

X" - you must have at least that level of support.

* Disclaimers and disclosures must be clear and conspicuous. That is, consumers must be able to notice, read or hear, and understand the information. Still, a disclaimer or disclosure alone usually is not enough to remedy a false or deceptive claim.
* Demonstrations must show how the program will perform under normal and real-life use and situations.

**See a complete list of the 20 GBAC STARProgram Elements below.**

# GBAC® STAR Accreditation Program 20 Elements

GBAC® STARAccreditation Program on Cleaning, Disinfection, and Infectious Disease

Prevention for Facilities (GBAC STARProgram)

The GBAC STARProgram will enable facilities to:

1. *Establish and maintain a high-performance cleaning and maintenance regimen, along with proper disinfection, to control and/or minimize risk associated with pathogens such as SARSCoV-2 (responsible for COVID-19 disease) for employees, customers, clients, visitors, the community, and the environment.*
2. *Provide assurance and establish confidence that proper cleaning, disinfection, and appropriate work practices are in place and implemented.*
3. *Establish a framework for communication and raising awareness of best practices as they relate to proper cleaning, disinfection, and hygienic practices.*

Scope

*The GBAC STARAccreditation Program* ***on Cleaning, Disinfection, and Infectious Disease Prevention for Facilities (GBAC STARProgram)*** *establishes requirements to assist facilities in their cleaning, disinfection, and work practices to control risks associated with pathogens.*

*This* ***GBAC STARProgram*** *is performance-based and sets out requirements for and places responsibility for facilities to demonstrate that appropriate cleaning, disinfection, work practices, protocols, procedures, and systems have been established and implemented that contribute to a hygienic indoor environment.*

*The* ***GBAC STARProgram*** *is designed such that any size facility or organization can use it and it is considered scalable.*

The 20 GBAC® STARProgram Elements

***The following 20 program elements will each have specific performance and guidance criteria provided.***

## 1. Organizational roles, responsibilities, and authorities

Roles and responsibilities regarding the facilities GBAC STARProgram shall be identified, documented, and communicated. A list of the roles and their responsibilities within the facility about the GBAC STAR Program will need to be provided to the GBAC STARreview team.

## 2. Facility Commitment Statement

A GBAC STARProgram commitment statement shall be developed, signed by senior leadership, and communicated to interested stakeholders. A copy shall be provided to the GBAC STARreview team.

## 3. Sustainability and Continuous Improvement

As the facility develops its GBAC STARProgram, elements of sustainability and continuous improvement shall be part of its program philosophy.

## 4. Conformity and Compliance

The facility shall ensure that all relevant requirements are identified and complied with that are associated with cleaning, disinfection, and infectious disease prevention programs. The list shall be shared with the GBAC STARreview team. It is recognized that this is a living document.

## 5. Goals, Objectives and Targets

The facility’s goals, objectives and targets shall be shared with the GBAC STARreview team. These are usually based on results from the facilities initial and ongoing risk assessments, audits, customer, and employee feedback.

## 6. Program Controls and Monitoring

The facility shall assess and establish program control methods to ensure that the GBAC STARProgram elements are being met.

## 7. Risk Assessment and Risk Mitigation Strategies

The facility needs to establish and implement methods for ongoing risk assessment and ensure that when risks are identified, control measures are designed and implemented to eliminate or mitigate risks to an acceptable level.

## 8. Standard Operating Procedures (SOP)

Most facilities have standard operating procedures for cleaning, disinfection, and infectious disease prevention. The facility shall provide copies of its SOPs to the GBAC STARreview team or other accredited audit groups.

## 9. Tools and Equipment

Technology, tools, and solutions are changing constantly. Review and consideration of different tools and equipment shall be completed periodically. The facility shall provide a list of equipment and tools currently being used.

## 10. Cleaning and Disinfection Chemicals

Cleaning and disinfectant chemicals shall be appropriate for the area and objects being treated, the environment surrounding the area, and the infectious agent in question based on their risk assessment. The facility shall provide a list of cleaning and disinfection chemicals being used and what they are using them for.

## 11. Inventory Control and Management

The facility shall share with the GBAC STARreview team their inventory control and management plan for supplies, tools, and equipment.

## 12. Personal Protective Equipment (PPE)

The facility shall share their PPE requirements for their cleaning and disinfection activities with the GBAC STARreview team.

## 13. Waste Management

The facility shall make available their biomedical/biohazardous waste management plan to the GBAC STARreview team.

***14. Personnel Training and Competency***

The facility shall provide its training and education plan for cleaning and disinfection activities.

## 15. Emergency Preparedness and Response

A copy of the facility’s emergency response plan shall be provided to the GBAC STARreview team.

## 16. Facility Infectious Disease Prevention Practices

The facility shall provide to the GBAC STARreview team a copy of its infectious disease prevention program. These practices may be incorporated within the facility’s SOPs. If this is the case, the facility can provide a synopsis of its strategies.

## 17. Worker Health Program

A copy of the facility’s worker health program specific to infectious disease prevention shall be provided to the GBAC STARreview team.

## 18. Audits and Inspections

A synopsis of the facility’s audit program specific to the GBAC STARProgram shall be provided to the GBAC STARreview team.

## 19. Control of Suppliers

The facility shall provide a review of how the facility obtains products and services to the GBAC STARreview team. The facility should include if the services for cleaning and disinfection are in-house, contracted or a combination.

## 20. Documentation Management

A list of the facility’s GBAC STAR Program documents shall be maintained and provided to the GBAC STARreview team.

**HOW YOU WILL BE SCORED**

**GBAC® STAR Registered Program Scorecard**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION** | **PURPOSE** |  | **WEIGHT** |
| **MANDATORY CRITERIA ELEMENTS** *(PASS REQUIRED FOR ALL 3 ELEMENTS TO PROCEED)* |
| GBAC 20 Elements | Directly linked to the implementation and conformity with the GBAC 20 elements.  | PASS / FAIL |  |
| Program/Product Claims  | Provide evidence and validity of all product/program claims incl. scientific data/testing if appropriate. | PASS / FAIL |  |
| Software/Digital/Cloud based programs… | User protection, data privacy, disclaimers and ownership/use of information/data will be assessed. | PASS / FAIL |  |
|  |  |  |  |
| **RATED CRITERIA ELEMENTS** *(TOTAL SCORE OF 51% REQUIRED TO PROCEED)* |
| Practicality and Cost/Benefit | The practicality of adopting and implementing the program will be investigated.  | Max 40 % | Score: |
| User Instructions/ Manual & Learning Material | Ease of use, training requirements, understandability, and completeness of material will be assessed. Any available learning material and educational offerings will be investigated.  | Max 40 % | Score: |
| Marketing Language & Claims | Accuracy and truthfulness. Website and corporate language will be investigated  | Max 20 % | Score: |
|  |  | Total: |  |
|  **IF THE PROGRAM INVOLVES TECHNOLOGIES RELATED TO INFECTIOUS DISEASE PREVENTION IT WILL NEED TO BE ASSESSED WITHIN THE GBAC STAR REGISTERED TECHNOLOGY APPLICATION!** |
|  |

The first 3 criteria are **mandatory** PASS/FAIL criteria. The remaining sections will be scored out of 100. A failure will be considered below 51% total score.

**APPLICANTS THAT PASS MANDATORY ELEMENTS AND RECEIVE A LOW PASSABLE RATED SCORE**

Applicants that pass the mandatory elements **and** **receive a low but passable score** in the Rated section will have to submit a “Letter of Intent” to improve the element item before being granted GBAC Registration **for year one.** Year two re-registration will involve review of their progress on improving the element item(s).

**ALL APPLICANTS THAT FAIL**

Applicants that fail either by failing one, part or all of the mandatory elements or receive a rated score below 51% will be provided a report detailing each element, the issue and steps to improve.

**GBAC® STAR Registered Program Official Application**

**COMPANY:** **Click or tap here to enter text.**

**ADDRESS: Click or tap here to enter text.**

**PRIMARY POINT OF CONTACT: Click or tap here to enter text.**

**PRIMARY POINT OF CONTACT EMAIL: Click or tap here to enter text.**

**PHONE NUMBER: Click or tap here to enter text.**

**PROGRAM NAME: Click or tap here to enter text.**

**VERSION NUMBER: Click or tap here to enter text.**

**PUBLICATION DATE: Click or tap to enter a date.**

**DATE SUBMITTED: Click or tap to enter a date.**

***Instructions: Please complete the tables below.***

1. In **Table 1**, please include the name of the document submitted for easy reference during the review process. You will be able to upload these documents with this template at the time of submission. Only those referenced in this table will be considered for review. If you do not have documentation/evidence for a specific requirement available, please indicate in the comments section. Ensure that each document name includes the number of the requirement (i.e., R1\_Product Claims.pdf).
2. In **Table 2**, please reference the number of the document in **Table 1** for the requirement it fulfills. If a document fulfills more than one requirement, please make a note in the comment section. Again, if you do not have documentation/evidence for a specific requirement available, please indicate it in the comments section.
3. In **Table 3**, please provide an explanation of how your program and/or program elements help an entity/customer fulfil one or more of the GBAC 20 elements within the GBAC STAR Accreditation Program.

**Note:** Your responses must be exact to the question being asked. If answers are difficult to locate or interpret, your submission may be rejected.

***Table 1. Documentation.***

|  |  |
| --- | --- |
| # | **Document Name/Format (doc, pdf, etc.) – No hyperlinks or website references** |
| R1 |  |
| R2 |  |
| R3 |   |
| R4 |  |
| R5 |   |
| R6 |  |
| R7 |  |
| R8 |  |
| R9 |  |

***Table 2. GBAC Assessment and Review***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Required** **Documentation (R)**  |   | **Document Name**    | **Comments** **(Please identify any missing documentation in this section)**  |
| R1  | GBAC 20 Elements  | Provide any supporting documentation explaining how your program helps an entity implement and conform to one or more of the 20 elements.(Table 2 below will also require a written explanation) |  |   |
|   |   |   |   |   |
| R2  |  Program/Product Claims  | Provide evidence and validity of all product/program claims. |  |  |
|   |   | Scientific evidence of claim(s) and testing if appropriate  |   |
|   |   |   |   |   |
| R3  | Software/Digital/ Cloud-based programs | User ProtectionData Privacy Statement |   |   |
|   |   |  Disclaimers and Data ownershipUse of InformationData that will be assessed |   |   |
|   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| R4  | Practicality/ Cost Benefit Analysis  | Financial Cost/Benefit Assessment |   |   |
|   |   | Benefit Assessment  |   |
|   |   |   |   |   |
| R5  | User Instructions / Learning Material  | Ease of Use   |   |   |
|   |   | Training Requirements |  |   |
|   |   | Understandability & Completeness |  |  |
|   |   | Learning Material |  |  |
|   |   | Educational Offerings |   |  |
|   |   |   |   |   |
| R6  | Marketing Language and Claims  | Marketing CollateralWebsite (link)Brochures (pdf) |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

***Table 3. The GBAC STAR 20 Program Element Assessment***

|  |  |  |
| --- | --- | --- |
|   | **The GBAC STAR™ 20 Program Elements**  | **Company Response:** |
| 1.  | Organizational Roles, Responsibilities, and Authorities  |  |
| 2.  | Facility Commitment Statement  |  |
| 3.  | Sustainability and Continuous Improvement  |  |

|  |  |  |
| --- | --- | --- |
| 4.  | Conformity and Compliance  |  |
| 5.  | Goals, Objectives, and Targets  |  |
| 6.  | Program Monitoring and Controls  |  |
| 7.  | Risk Assessment and Risk Mitigation Strategies  |  |
| 8.  | Standard Operating Procedures (SOP)  |  |
| 9.  | Tools and Equipment  |  |
| 10.  | Cleaning and Disinfection Chemicals  |  |
| 11.  | Inventory Control and Management  |  |
| 12.  | Personal Protective Equipment (PPE)  |  |
| 13.  | Waste Management  |  |
| 14.  | Personnel Training and Competency  |  |
| 15.  | Emergency Preparedness and Response  |  |
| 16.  | Facility Infection Disease Prevention Practices  |  |
| 17.  | Worker Health Program  |  |
| 18.  | Audits and Inspections  |  |
| 19.  | Control of Suppliers  |  |
| 20.  | Documentation Management  |  |

**Privacy:** *All GBAC STAR Program reviews are confidential unless expressly shared by participating organization.*