



MODULE 8 MISCELLANEOUS

8.1 INDEMNITY

AIHA Laboratory Accreditation Programs (AIHA LAP), LLC shall indemnify and hold harmless its directors, officers, employees, agents, volunteers (members of the Analytical Accreditation Board (AAB), Technical Advisory Panel (TAP)), and site assessors, their heirs and legal representatives from any and all claims of loss, liability or damage, including costs, fees and expenses that arise out of or in connection with acts of omissions of such person committed in the performance of the accreditation program activities provided that such person acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of AIHA LAP, LLC.

8.2 CERTIFICATE AND SCOPE OF ACCREDITATION

The AIHA LAP, LLC shall issue a certificate of accreditation to each accredited laboratory. The certificate shall indicate the name, address and unique identification number for the accredited laboratory, the expiration date and authorized signatures.

AIHA LAP, LLC shall issue a scope of accreditation, which includes the Fields of Testing and Methods, the date of initial accreditation and the date issued. In the event of withdrawal from the designated program(s), the laboratory shall destroy the accreditation Certificate and Scope of Accreditation documents, which are the property of AIHA LAP, LLC.

8.3 DURATION OF ACCREDITATION

The duration of accreditation is two (2) years, provided the laboratory maintains all requirements for continued accreditation as defined in Policy Module 3.

8.4 LIST OF ACCREDITED LABORATORIES

AIHA LAP, LLC maintains a list of accredited laboratories by accreditation program with corresponding scope of accreditation on the AIHA LAP, LLC web site: www.aihaaccreditedlabs.org. If a laboratory is suspended for any Field of Testing, this status is noted on the web site. If a laboratory's accreditation is withdrawn, the laboratory name is immediately removed from the accredited laboratory directory and the laboratory's current status is reflected on the website.

8.5 CONFIDENTIALITY OF RECORDS

All files and records associated with the AIHA LAP, LLC shall be confidential, and their use restricted to personnel engaged in the administration of the programs.

8.6 CONFLICTS OF INTEREST

AIHA LAP, LLC requires that all members of the Analytical Accreditation Board (AAB), Technical Advisory Panel (TAP), site assessors, or other agents involved in AIHA LAP, LLC sign a Confidentiality/Conflict of Interest statement that prohibits these individuals from participating in any activities and/or proceedings to



accredit, reaccredit, suspend, deny, or withdraw the accreditation of any laboratory where such person has a vested interest in the granting or denial of accreditation or reaccreditation.

8.7 FEES

The fees associated with the accreditation programs and the proficiency testing programs shall be determined by the AIHA LAP, LLC. The AIHA LAP, LLC *Fee Schedule* shall include all appropriate fees for the laboratory accreditation programs. The current AIHA LAP, LLC Fee Schedule may be requested by contacting a staff member noted on the AIHA LAP, LLC website.

8.8 FEEDBACK FROM PARTICIPATING LABORATORIES

Participating laboratories desiring changes in the AIHA LAP, LLC or its policies shall detail their suggestion(s) in writing to the AIHA LAP, LLC. AIHA LAP, LLC shall consider and respond to the laboratory suggestion(s), as appropriate.

8.9 COMPLAINTS

Laboratory users and others desiring to file a complaint against a laboratory as a result of performance or misrepresentation, or a complaint concerning other AIHA LAP, LLC issues, may do so in writing to the AIHA LAP, LLC. AIHA LAP, LLC management shall take actions, as appropriate, and respond to the complainant in a reasonable amount of time. AIHA LAP, LLC management may inform the AAB Chair and the AIHA LAP, LLC Board Liaison of the complaint, as necessary.

If requested, the laboratory shall assist AIHA LAP, LLC in the investigation and resolution of any accreditation related complaints regarding the laboratory.