

P02-02 – CALA Program Description - Fee Schedule
Revision 1.7 – December 16, 2011



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CALA PROGRAM DESCRIPTION - FEE SCHEDULE

1.0 INTRODUCTION

The following fees are:

- approved by the CALA Board of Directors;
- subject to change without notice;
- effective January 1, 2012;
- payable in advance; and,
- quoted in Canadian dollars (CAD).

For more information please refer to the CALA web site (www.cala.ca/finance.html).

2.0 CALA VOLUNTARY MEMBERSHIP FEES

Annual Memberships are invoiced and due in January, and are non-refundable. This fee will be pro-rated based on application date. Benefits to institutional membership include reduced Proficiency Testing (PT) and training fees. The reduced PT and training fees can only be allocated to the location holding the institutional membership.

| | | |
|------------------------|--|--------|
| Voting Memberships | | |
| Institutional | | \$ 450 |
| Individual | | \$ 50 |
| Non-Voting Memberships | | |
| Associate | | \$ 50 |
| Student | | \$ 15 |

3.0 ACCREDITATION PROGRAM FEES

The fees cited in this fee schedule apply to stand alone facilities. Facilities at a single location qualify as a stand alone facility. Facilities at more than one location are reviewed on a case by case basis, and a multi-site fee will apply, if it is decided that they can be considered one accreditable unit. Applicable criteria include:

- Common management;
- Common Quality Assurance Officer (however named); and,
- Common quality manual.
- Within the same urban area (if the test is being carried out more than 20 km from the main location) the assessment may be treated as an abbreviated assessment.

The following table summarizes the fees; a description of each fee is documented below the table.

| Summary of Accreditation Fees | |
|--|---|
| Application Review Fees | |
| New Laboratories | \$750 |
| New Appendices (for new and existing labs) | \$75 |
| Annual Accreditation Maintenance Fee | \$3,700 plus \$50/appendix |
| Routine Assessment Related Fees | |
| Initial and Re-assessment* | All assessor expenses |
| Estimated Assessor Expenses (per assessor) | \$1,200 |
| Multi-Site (per Location) | \$150 |
| Specialized Assessment Fees | |
| Abbreviated assessment* | \$1,000 plus \$50/appendix plus all assessor expenses |
| Accelerated abbreviated assessment* | \$2,000 plus \$50/appendix plus all assessor expenses |
| Verification assessment* | \$1,000 plus all assessor expenses |
| Pre-Assessment* | \$1,500 plus all assessor expenses |
| Scope Extension Administration Fee | \$275 plus \$150/appendix |

* Assessor expenses are invoiced separately for all site visits.

3.1 Application Review Fee

Any laboratory that wishes to be accredited by CALA must pay a one-time, non-refundable Application Review Fee, invoiced upon receipt of a completed application form for accreditation.

3.2 Annual Accreditation Maintenance Fee

The Annual Accreditation Maintenance Fee is made up of a base fee and a per appendix fee. You will be invoiced for your Annual Accreditation Maintenance Fee prior to the anniversary date of your previous assessment (prior to the initial assessment for new laboratories). The Annual Accreditation Maintenance Fee does not contain any assessor related expenses (see 3.3 below).

3.3 Estimated Assessor Expense Fee

Two months prior to a scheduled assessment, the laboratory will be invoiced for the estimated cost of the assessment (assessor travel and accommodation). CALA staff will make every reasonable effort to take geographical location into account when scheduling assessments so that the financial impact is minimized. Following the completion of the assessment, the real costs for assessor travel and accommodation will be calculated and the laboratory will be issued a refund or an invoice for the difference between the real cost and the estimated cost. The post assessment adjustment will also include any costs associated with changes to the scope that are made after the issuing of the Annual Accreditation Maintenance Fee and the actual assessment.

3.4 Fees Associated with Other Types of Assessments

In addition to the routine assessment/re-assessment schedule, there are several other types of assessments that may occur which have an associated fee. These include:

- **Multi-Site Assessment Fee:** If a laboratory has more than one location within close proximity to each other (generally within 20 km), and if they are within a common management system, the two locations may be treated as one accreditable unit. An extra fee is charged because of the extra time and effort required by the assessors during the assessment.
- **Abbreviated Assessment Fee:** A laboratory may request an abbreviated assessment when they wish to add one or more methods to their scope before their next scheduled assessment.
- **Accelerated Abbreviated Assessment Fee:** A fee to cover administration costs to ensure that an abbreviated assessment will be conducted within one month of the receipt of a completed application.
- **Pre-Assessment Fee:** At the request of a laboratory that is not yet accredited, CALA will conduct a pre-assessment to identify where there may be significant gaps between the laboratory's system and conformance to ISO/IEC 17025.
- **Verification Assessment Fee:** Verification assessments are not conducted at the request of the laboratory. They are scheduled by CALA in response to concerns raised during previous assessments, complaints, or significant changes to laboratory operation (e.g., change in ownership, laboratory re-location, etc.)

3.5 Translation Service Fee

For laboratories that prefer French or Spanish, CALA will make every attempt to assign assessors with the appropriate expertise in the language of choice. If, for some reason, an assessor with the appropriate language skills cannot be assigned, the laboratory will incur the cost of translation. Similarly, key policy documents and the assessment report are available only in English and if the laboratory requires translation of these documents, costs related to the translation will be the responsibility of the laboratory and invoiced by CALA.

3.6 Scope Extension Administration Fee

For scope extensions that do not require a visit, a base fee plus an appendix fee is charged.

3.7 New Certificate Request

Whenever a replacement accreditation certificate is requested before the expiry of the existing certificate (e.g., due to name change or location change) a \$100 fee will be charged.

3.8 Example Fee Calculation

The following table provides examples of the fees that a laboratory with five (5) appendices might be expected to pay in 2012.

| New Laboratory, First Assessment | |
|---|---------------------------------------|
| Application Review Fee | $\$750 + (\$75 \times 5) = \$1,125$ |
| Annual Accreditation Maintenance Fee | $\$3,700 + (\$50 \times 5) = \$3,950$ |
| Estimated Assessor Expenses (per assessor)* | $\$1,200 \times 2 = \$2,400$ |
| | TOTAL = \$7,475 |
| Accredited Laboratory During an Assessment Year | |
| Annual Accreditation Maintenance Fee | $\$3,700 + (\$50 \times 5) = \$3,950$ |
| Estimated Assessor Expenses (per assessor)* | $\$1,200 \times 1 = \$1,200$ |
| | TOTAL = \$5,150 |
| Accredited Laboratory During a Non-Assessment Year | |
| Annual Accreditation Maintenance Fee | $\$3,700 + (\$50 \times 5) = \$3,950$ |
| | TOTAL = \$3,950 |

* The actual assessor expenses may vary from the cost indicated.

4.0 PROFICIENCY TESTING (PT) FEES

Please see below for the PT fee per study, of each PT test group. Each test group generates a separate fee, and accommodates one or more tests. The major change in PT pricing in 2012 is the removal of the extra method fee and the extra volume fee. Laboratories may now report results for as many methods as they would like from a single set of samples without any incremental cost. Laboratories requiring more than one set of samples from the same test group will now pay the full price for every additional set. This change will result in an overall fee reduction of 2%; however, the effect will be different for each laboratory depending on their current PT registration.

4.1 International Laboratories

International laboratories will be billed by CALA in Canadian Dollars for:

- PT fees identified in tables below;
- total shipping (courier) charges; and,
- 15% handling charge (i.e., 15% of shipping charges).

and will be responsible for paying all entry duties and associated taxes when the shipments clear customs in their own country.

4.2 PT Fee Definitions

Voting Members: Voting members are defined as laboratories that maintain an institutional voting membership for the location where samples are shipped. All other laboratories are considered to be non-members.

Accredited: Accredited laboratories are defined as those that hold a CALA accreditation in the laboratory for which PT samples are being shipped.

Single Study Participation: Laboratories requesting participation in a single study are only responsible for the fee indicated in the table below. If a request is made to participate in a second consecutive study, the laboratory will be registered as an ongoing participant and is responsible for all associated fees.

4.3 PT Fees

| Test Group | Test Group Name | Voting Members | | Non-Members | |
|------------|---------------------------|----------------|----------------|-------------|----------------|
| | | Accredited | Not Accredited | Accredited | Not Accredited |
| C01A | Major Ions | \$ 240 | \$ 290 | \$290 | \$350 |
| C01B | Ammonia, PO4, OC, Br, NO2 | \$180 | \$ 220 | \$ 220 | \$ 270 |
| C02A | Full Range Metals | \$ 210 | \$ 250 | \$ 260 | \$ 300 |
| C02B | High Range Metals | \$ 200 | \$ 250 | \$ 240 | \$ 300 |
| C02C | Total Metals | \$ 200 | \$ 250 | \$ 240 | \$ 300 |
| C03 | TKN and TP | \$ 160 | \$ 190 | \$ 200 | \$ 230 |
| C04A | TSS | \$ 150 | \$ 180 | \$ 180 | \$ 220 |
| C04B | BOD | \$ 170 | \$ 200 | \$ 210 | \$ 240 |
| C04C | Turbidity | \$ 150 | \$ 170 | \$ 180 | \$ 210 |
| C04D | COD | \$ 140 | \$ 160 | \$ 170 | \$ 200 |
| C05A | Microbiology | \$ 150 | \$ 180 | \$ 180 | \$ 220 |
| C05B | Microbiology - P/A | \$ 150 | \$ 180 | \$ 180 | \$ 220 |
| C06A | OCP | \$ 290 | \$ 350 | \$ 350 | \$ 420 |
| C06B | PCBs | \$ 280 | \$ 330 | \$ 340 | \$ 400 |
| C07 | PAH | \$ 280 | \$ 330 | \$ 340 | \$ 400 |
| C08 | PCB in Oil | \$ 230 | \$ 270 | \$ 280 | \$ 330 |
| C09 | Metals on Filters | \$ 240 | \$ 290 | \$ 290 | \$ 350 |
| C11 | Trout LC50 | \$ 250 | \$ 300 | \$ 300 | \$ 360 |
| C12 | Daphnia LC50 | \$ 250 | \$ 290 | \$ 300 | \$ 350 |
| C13 | Microtox IC50 | \$ 240 | \$ 280 | \$ 290 | \$ 340 |
| C14 | CN (SAD) | \$ 170 | \$ 200 | \$ 210 | \$ 240 |
| C15 | pH | \$ 120 | \$ 140 | \$ 150 | \$ 170 |
| C16 | BTEX/THM | \$ 300 | \$ 360 | \$ 360 | \$ 440 |
| C17 | Metals in Soil | \$ 160 | \$ 190 | \$ 200 | \$ 230 |
| C18 | PAH in Soil | \$ 220 | \$ 260 | \$ 270 | \$ 320 |
| C19 | Mercury | \$ 160 | \$ 190 | \$ 200 | \$ 230 |
| C20 | Asbestos | \$ 230 | \$ 270 | \$ 280 | \$ 330 |
| C21 | Metals in Air | \$ 200 | \$ 240 | \$ 240 | \$ 290 |
| C22 | OP Pesticides | \$ 560 | \$ 660 | \$ 680 | \$ 800 |
| C24 | Aryloxy Acid Pesticides | \$ 390 | \$ 460 | \$ 470 | \$ 560 |
| C25 | Phenolics | \$ 360 | \$ 420 | \$ 440 | \$ 510 |
| C27 | Glyphosate | \$ 330 | \$ 400 | \$ 400 | \$ 480 |
| C29 | Aldicarb | \$ 360 | \$ 420 | \$ 440 | \$ 510 |
| C31A | PHC-F1 in Soil | \$ 260 | \$ 310 | \$ 320 | \$ 380 |
| C31B | PHC-F2,3,4 in Soil | \$ 260 | \$ 310 | \$ 320 | \$ 380 |

| Test Group | Test Group Name | Voting Members | | Non-Members | |
|------------|-----------------------|----------------|----------------|-------------|----------------|
| | | Accredited | Not Accredited | Accredited | Not Accredited |
| C32 | Chlorine | \$ 160 | \$ 190 | \$ 200 | \$ 230 |
| C33 | Totals Phenolics | \$ 180 | \$ 210 | \$ 220 | \$ 260 |
| C34 | Oil and Grease | \$ 230 | \$ 270 | \$ 280 | \$ 330 |
| C35 | PCB in Soil | \$ 240 | \$ 290 | \$ 290 | \$ 350 |
| C36 | VOCs in Soil | \$ 340 | \$ 400 | \$ 410 | \$ 480 |
| C37 | Colour in Water | \$ 120 | \$ 140 | \$ 150 | \$ 170 |
| P50* | Chlorine by Test-Kit | \$ 80 | \$ 80 | \$ 80 | \$ 80 |
| P51* | Turbidity by Test-Kit | \$ 80 | \$ 80 | \$ 80 | \$ 80 |
| P52* | pH by Test-Kit | \$ 80 | \$ 80 | \$ 80 | \$ 80 |

* These Test Groups are restricted to use by Drinking water treatment operators using portable test-kits.

4.4 Suspension/Withdrawal Administration Fee

Suspension and withdrawal actions require administrative and technical follow-up. As such, a fee is triggered by a notice of suspension or mandatory withdrawal subsequent to a PT Study.

All Laboratories

\$ 150 / notice

5.0 CALA TRAINING SERVICE FEE STRUCTURE

Due to the dynamic nature of the CALA Training Program, all course offerings, schedule and price list are maintained on our website at www.cala.ca/t_intro.html. CALA provides both in-class and e-learning training courses.

For international organizations, per-participant fees are paid in Canadian dollars per Training Program Fee Structure. Facilitator travel expenses for international hosted courses are extra.

CALA offers options for training that may help you reduce your training costs. These include:

- Hosted training – You provide a training room and LCD projector and your employees receive the training at a reduced price. The class is open to the public.
- Dedicated training – You provide a training room and LCD projector. Only your employees can attend. Course materials can be modified to meet your requirements.

Please contact the Training and General Assistant at (613) 233-5300 for more information on any of our training options.

CALA does not normally provide training to groups whose first language is not English or French. In the event that groups whose first language is other than these, the customer will be responsible for the cost of translation services.

6.0 CALA PUBLICATIONS

CALA has specialty and training publications available for purchase. These publications are listed on the CALA web site (www.cala.ca/t_calapubs.html).

7.0 PAYMENT POLICY

All invoices issued by CALA are payable on receipt.

All fees are in Canadian dollars (CAD).

All fees stated are exclusive of applicable Harmonized Sales Tax (HST).

Payment may be made by cheque, by credit card (VISA, MasterCard), direct bank deposit, or wire transfer.

Credit card payments may be made by:

- using our on-line credit card payment option found at www.cala.ca/cc_payment.html or,
- Completing and faxing the credit card payment form found at www.cala.ca/F24-credit_card_pmt.pdf

In the case of publication orders and training registrations, credit card payment may be made directly on the order/registration form.

To make payment through direct bank deposit or wire transfer, please contact:

Financial Administrator

Telephone: (613) 233-5300, ext. 233

Fax: (613) 233-5501

Email: finance@cala.ca

All federal, provincial or municipal government organizations will be required to provide a signed Purchase Order or Contract prior to delivery of goods or services for the expected value of such goods or services.

For non-government organizations, the shipment of PT samples will be withheld if the invoice issued for that PT study has not been paid in full, or if there are any other CALA invoices that are more than seventy-five (75) days overdue.

Assessments will be cancelled or postponed if full payment of both the Estimated Assessor Expense Fee and Annual Accreditation Maintenance Fee have not been received by 15 days

prior to the scheduled assessment, or if there are any other CALA invoices that are more than 75 days overdue. The laboratory will incur any costs related to this cancellation or postponement (e.g., flights already booked).

Failure to pay any invoice within 75 days will result in a recommendation for the suspension of the accredited scope, if applicable, and the withholding of all other CALA services.