

P02-02 – CALA Program Description - Fee Schedule  
Revision 1.0 – November 2009



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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, 2010;
- payable in advance (based on estimated fees); and
- quoted in Canadian dollars, unless otherwise noted.

**For more information, including our Pre-Payment Policy, please refer to the CALA web site ([www.cala.ca/finance.html](http://www.cala.ca/finance.html)).**

## 2.0 CALA Membership Fees (non-refundable)

Voting Memberships	
Institutional	\$ 400
Individual	\$ 45
Non-Voting Memberships	
Associate	\$ 35
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
- 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).

### 3.1 Application Fees<sup>1</sup>

- |                              |                  |
|------------------------------|------------------|
| • Initial Application        | \$ 480           |
| • Appendix (Site Assessment) | \$ 65 / appendix |

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<sup>1</sup> All application fees are one-time-only fees, invoiced upon receipt of a completed application form for accreditation. They include the base application fee plus the add-on fees shown for each appendix.

### 3.2 Site Assessment Fees <sup>4</sup>

<b>Canadian Laboratories</b> <i>(Includes assessor travel and related expenses)</i>		
	<b>Base Fee</b>	<b>Per Appendix Fee</b>
<b>Assessment<sup>2,3</sup> (single field of accreditation)</b>		
• Large Canadian Lab (> 7 appendices)	\$ 5,415	\$ 135
• Small Canadian Lab (< 7 appendices)		
first visit:	\$ 5,415	\$ 135
subsequent years <sup>4</sup> :	\$ 3,615	\$ 135
• Multi-Site Fee (per Location) <sup>5</sup>	\$ 535	N/A
<b>Abbreviated assessment<sup>4</sup></b>	\$ 1,930	\$ 135
<b>Accelerated abbreviated assessment<sup>6</sup></b>	\$ 3,010	\$ 135
<b>Verification assessment</b>	\$ 1,930	N/A

<b>International Laboratories</b> <i>(Assessor travel and related expenses are extra).</i>		
	<b>Base Fee</b>	<b>Per Appendix Fee</b>
<b>Assessment</b>		
• International Lab	\$ 4,200	\$ 135
• Multi-Site Fee (per Location)	\$ 535	
<b>Abbreviated assessment</b>	\$ 1,930	\$ 135
<b>Verification assessment</b>	\$ 1,930	N/A

### 3.3 Scope Changes Administration Fee

For scope changes that do not require an abbreviated visit, the following fee is charged to cover administrative costs and technical follow-up:

- All Laboratories \$ 65 / appendix<sup>7</sup>

### 3.4 Annual Accreditation Fee<sup>8</sup>

- Annual Accreditation Fee (non-refundable) \$ 400

2 Regularly scheduled site assessments occur one year after the initial assessment and every two years thereafter.  
 3 Tests having a unique matrix-test method combination are assigned to the same Appendix. A test is defined as a unique combination of matrix, analyte and test method.

4 On condition that only one assessor is required. Otherwise, the base fee for a large laboratory applies.

5 For laboratories with more than one location, and meet the requirements to be one accreditable unit.

6 Same as abbreviated assessment with exception that assessment will be conducted **within one month** of request from laboratory to satisfy the laboratory’s immediate requirement to expand their scope of accredited testing before their next regularly scheduled site assessment visit.

7 A flat fee of \$65.00 per appendix is charged, regardless of the number of scope changes.

8 This fee is paid annually to support CALA efforts to establish and maintain international recognition of CALA programs and to ensure that CALA members’ views, needs, and interests are reflected in international policies and standards. The fee will be pro-rated based on application date.

## 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.

### 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

**First Method:** This is the fee applied to the purchase of a single test group for a single study.

**Extra Method:** If a laboratory has two or more methods for the same analyte (e.g., lead by ICP and lead by graphite furnace), and if the analysis can be performed with the volume provided in a single set of PT samples, it is not necessary to purchase additional sets of PT samples. However, an “additional method” fee will be applied for each additional method. If additional sets of PT samples are required to analyze the additional methods then the first method fee is applied for each set.

**Extra Volume:** This fee is applied for laboratories that require more volume than is provided in the PT sample due to the nature of the method.

**Single Study Participation:** Laboratories requesting participation in a single study are only responsible for the fee indicated in the above table. 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 Member PT Fees

Test Group	Test Group Name	Accreditation Program			Proficiency Testing Program only		
		First Method	Extra Method	Extra Volume	First Method	Extra Method	Extra Volume
C01A	Major Ions	\$ 340	\$ 170	\$ 155	\$ 405	\$ 205	\$ 155
C01B	Ammonia, PO4, OC, Br, NO2	240	120	90	285	145	90
C02A	Full Range Metals	280	140	110	335	170	110
C02B	High Range Metals	280	140	110	335	170	110
C02C	Total Metals	280	140	110	335	170	110
C03	TKN and TP	215	110	85	255	130	85
C04A	TSS	200	100	85	240	120	85
C04B	BOD	225	115	110	270	135	110
C04C	Turbidity	190	95	80	225	115	80
C04D	COD	180	90	85	215	110	85
C05A	Microbiology	200	100	90	240	120	90
C05B	Microbiology - P/A	200	100	80	240	120	80
C06A	OCP	390	195	210	465	235	210
C06B	PCBs	370	185	185	440	220	185
C07	PAH	375	190	205	445	225	205
C08	PCB in Oil	300	150	150	355	180	150
C09	Metals on Filters	320	160	175	380	190	175
C10	Major Ions on Filters	320	160	175	380	190	175
C11	Trout LC50	335	170	235	400	200	235
C12	Daphnia LC50	325	165	190	385	195	190
C13	Microtox IC50	315	160	135	375	190	135
C14	CN (SAD)	220	110	120	260	130	120
C15	pH	155	80	65	185	95	65
C16	BTEX/THM	400	200	195	475	240	195
C17	Metals in Soil	210	105	100	250	125	100
C18	PAH in Soil	285	145	145	340	170	145
C19	Mercury	215	110	95	255	130	95
C20	Asbestos	305	N/A	N/A	360	N/A	N/A
C21	Metals in Air	265	135	145	315	160	145
C22	OP Pesticides	745	375	465	880	440	465
C24	Aryloxy Acid Pesticides	525	265	380	620	310	380
C25	Phenolics	475	240	355	565	285	355
C27	Glyphosate	445	225	310	530	265	310
C28	Aromatic Organics in Air	350	175	175	415	210	175
C29	Aldicarb	475	240	310	565	285	310
C31A	PHC-F1 in Soil	350	175	185	415	210	185
C31B	PHC-F2,3,4 in Soil	350	175	185	415	210	185
C32	Residual Chlorine	215	110	95	255	130	95
C33	Totals Phenolics	235	120	120	280	140	120
C34	Oil and Grease	300	150	160	355	180	160
C35	PCB in Soil	320	160	145	380	190	145
C36	VOCs in Soil	450	225	195	535	270	195

### 4.4 Non-Member PT Fees

Test Group	Test Group Name	Accreditation Program			Proficiency Testing Program only		
		First Method	Extra Method	Extra Volume	First Method	Extra Method	Extra Volume
C01A	Major Ions	\$410	\$205	\$190	\$490	\$250	\$190
C01B	Ammonia, PO4, DOC, Br, NO2	290	145	110	345	175	110
C02A	Full Range Metals	340	170	135	405	205	135
C02B	High Range Metals	340	170	135	405	205	135
C02C	Total Metals	340	170	135	405	205	135
C03	TKN and TP	260	135	105	310	160	105
C04A	TSS	240	120	105	290	145	105
C04B	BOD	270	140	135	325	165	135
C04C	Turbidity	230	115	100	270	140	100
C04D	COD	220	110	105	260	135	105
C05A	Microbiology	240	120	110	290	145	110
C05B	Microbiology - P/A	240	120	100	290	145	100
C06A	OCP	470	235	255	560	285	255
C06B	PCBs	445	225	225	530	265	225
C07	PAH	450	230	250	535	270	250
C08	PCB in Oil	360	180	180	430	220	180
C09	Metals on Filters	385	195	210	460	230	210
C10	Major Ions on Filters	385	195	210	460	230	210
C11	Trout LC50	405	205	285	480	240	285
C12	Daphnia LC50	390	200	230	465	235	230
C13	Microtox IC50	380	195	165	450	230	165
C14	CN (SAD)	265	135	145	315	160	145
C15	pH	190	100	80	225	115	80
C16	BTEX/THM	480	240	235	570	290	235
C17	Metals in Soil	255	130	120	300	150	120
C18	PAH in Soil	345	175	175	410	205	175
C19	Mercury	260	135	115	310	160	115
C20	Asbestos	370	N/A	N/A	435	N/A	N/A
C21	Metals in Air	320	165	175	380	195	175
C22	OP Pesticides	895	450	560	1060	530	560
C24	Aryloxy Acid Pesticides	630	320	460	745	375	460
C25	Phenolics	570	290	430	680	345	430
C27	Glyphosate	535	270	375	640	320	375
C28	Aromatic Organics in Air	420	210	210	500	255	210
C29	Aldicarb	570	290	375	680	345	375
C31A	PHC-F1 in Soil	420	210	225	500	255	225
C31B	PHC-F2,3,4 in Soil	420	210	225	500	255	225
C32	Residual Chlorine	260	135	115	310	160	115
C33	Totals Phenolics	285	145	145	340	170	145
C34	Oil and Grease	360	180	195	430	220	195
C35	PCB in Soil	385	195	175	460	230	175
C36	VOCs in Soil	540	270	235	645	325	235

#### **4.5 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

Type of Training (# of full days)	Min	Max	Cost per Participant			
			Non-members		Voting Members	
			Hosted	Off-site	Hosted	Off-site
<b>Non-technical Training</b>						
Accreditation Seminar (1 day)	10	40	<i>Facilitator Travel Costs Only</i>			
The Value of Accreditation (1/2 day)	10	40	\$250	\$325	\$200	\$280
Explain Uncertainty to my Clients!! (1/2 day)	10	40	\$250	\$325	\$200	\$280
Understanding ISO/IEC 17025 (2 days)	10	20	\$735	\$800	\$600	\$735
Care & Feeding of a Laboratory Quality System (2 days)	10	20	\$735	\$800	\$600	\$735
Continual Improvement in the Laboratory (Root Cause Analysis) (1 day)	10	20	\$365	\$475	\$315	\$410
Designing a Laboratory QMS to ISO/IEC 17025 (2 days) with pre-purchase of binder	10	20	\$310	\$360	\$260	\$310
Designing a Laboratory QMS to ISO/IEC 17025 (2 days) no pre-purchase of binder	10	20	\$735	\$800	\$600	\$735
Laboratory Leadership Course (1 day)	5	10	\$1,615	\$1,735	\$1,035	\$1,155
<b>Auditor Training</b>						
Ashbrooke Lead Auditor Course (with ISO/IEC 17025) (5 days)	10	20	\$1,735	\$2,005	\$1,605	\$1,870
CALA Lead Assessor Course (5 days)	10	20	Free for nominated CALA Assessors			
Internal Auditor Course for ISO/IEC 17025 (3 days)	10	20	\$1,070	\$1,200	\$935	\$1,070
<b>Technical Training</b>						
Measurement Uncertainty (1 day)	10	20	\$850	\$1,410	\$570	\$945
Use of PT in the Testing laboratory (1 day)	10	20	\$365	\$475	\$315	\$410
Method Development and Validation (1 day)	10	20	\$850	\$1,410	\$570	\$945
Laboratory Internal Calibration (1 day)	10	20	\$850	\$1,410	\$570	\$945

Online Training	Cost per Participant		Days to Complete
	Non-members	Voting Members	
Accreditation Seminar	\$145	\$105	12
Value of Accreditation	\$145	\$105	12
Understanding ISO / IEC 17025:2005	\$275	\$205	26
Use of PT in the Testing Laboratory	\$275	\$205	12
Care and Feeding of a Laboratory Quality System	\$275	\$205	26
Managing Laboratory Accreditation	\$275	\$205	12
Continual Improvement in the Laboratory (Root Cause Analysis)	\$275	\$205	12
Internal Calibration in Accredited Laboratories	\$410	\$275	12
Explain Measurement Uncertainty to my Clients	\$145	\$105	12

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

Hosted training requires the host organization to provide catering for planned breaks and for lunch. Please contact the Training and General Assistant at (613) 233-5300 for information on hosting sessions at a specific facility.

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, CALA will charge a premium for simultaneous interpretation during training at a cost of \$200.00 per person per day, assuming at least 10 persons are participating. This does not include the translation of any training materials. Final costs to be negotiated at the time of agreement.

## 6.0 CALA Publications

CALA has a number of specialty and training publications available for purchase and most of the CALA training courses are also available as a stand-alone publication. These publications are listed on the CALA web site ([www.cala.ca/t\\_calapubs.html](http://www.cala.ca/t_calapubs.html)).

## 7.0 Payment Notes

- All fees are in Canadian dollars.
- All fees stated are exclusive of applicable Goods and Services Tax (GST) or Harmonized Sales Tax (HST).
- Payment may be made by cheque or by credit card (VISA, MasterCard). Credit card payments may be made by:
  - 1) using our on-line credit card payment option found at [http://www.cala.ca/cc\\_payment.html](http://www.cala.ca/cc_payment.html) or
  - 2) completing and faxing the credit card payment form found at [http://www.cala.ca/F24-credit\\_card\\_pmt.pdf](http://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](mailto:finance@cala.ca)