



## **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 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 scope of accreditation, including the Fields of Testing and Methods, the date of initial accreditation, the date of the current accreditation period, the expiration date and authorized signatures. This certificate shall remain the property of AIHA-LAP, LLC and shall be returned to the AIHA-LAP, LLC in the event of withdrawal from the designated program(s).

### **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](http://www.aihaaccreditedlabs.org). If a laboratory is suspended for any Field of Testing, this status is noted on the web site laboratory list. If a laboratory's accreditation is withdrawn, the laboratory name is immediately removed from the web site list.

### **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.