



COLA Fees and Travel Policy for ISO-IEC 17025 Accreditation

Overview

This document defines for customers of COLA's ISO/IEC 17025:2017 Accreditation Program the fee structure for participating in the program as well as COLA's travel policy and requirements.

Assessment Fees

COLA provides potential and existing customers with an estimate of the fees associated with the three-year accreditation process. Invoicing is conducted after each step of the process is completed in accordance with COLA's established fees. In addition, actual travel fees associated with the assessor visit to the customer's site of operation will also appear on the invoice. These travel costs are actual costs to COLA and no more. Naturally, if an assessor team is needed to accomplish the assessment, the customer will be informed in advance that travel costs for more than one assessor are indicated.

Typical fees associated with participation in COLA's ISO/IC Accreditation Program are:

Initial/Application Fee: This is a one-time, non-refundable application fee paid by the customer when applying for accreditation.

Preliminary Assessment Fee (optional service): This is an optional onsite educational assessment in which laboratories may choose to participate to prepare for accreditation. Except in rare instances, the preliminary assessment is onsite. This fee is standardized and is invoiced after the assessment is conducted. The invoice will also include the direct travel costs of the assessor or assessor team.

Documentation Review Fee: This fee is standardized and is invoiced after the Documentation Review is complete. The customer can anticipate this invoice shortly after the documentation review assessment is completed. Since this review is virtual, no travel costs should appear on the invoice.

Initial Onsite Assessment: This fee is standardized and is invoiced after the initial onsite assessment is conducted approximately 4 and no more than 8 weeks after the documentation review. The invoice will also include the direct travel costs of the assessor or assessor team.

Surveillance Assessment: This fee is standardized and is invoiced after the assessment is conducted. The invoice will also include the direct travel costs of the assessor or assessor team. Surveillance Assessments are conducted mid-way through the three-year accreditation cycle.



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Reapproval Onsite Assessment: This fee is standardized and is invoiced after the assessment is conducted. The invoice will also include the direct travel costs of the assessor or assessor team. Reapproval Assessments are conducted up to 4 months prior to the expiration of the three-year accreditation cycle.

Extraordinary Assessment: In some cases, verification that a major non-conformity has been addressed will require an extraordinary onsite visit. The fee for an extraordinary visit is standardized and invoiced after the assessment is conducted. The invoice will also include the direct travel costs of the assessor or assessor team.

Satellite Fee*: This is an add-on fee to the main assessment activity -- initial, surveillance, extraordinary or re-approval -- when a satellite is included in the main assessment activity.

Assessment Cancellation Fee: COLA works diligently to maintain efficient and economical scheduling of assessments. In situations where the customer requests a change to a scheduled assessment, without at least 30 days' prior notice, a cancellation fee will be charged. This fee is a standardized percentage of the scheduled assessment plus any unrecoverable travel costs and/or change fees and will be invoiced following the request to cancel or postpone a scheduled assessment.

Multi-Site Accreditation

COLA recognize that some organizations may operate more than one laboratory location for cannabis testing and desire to enroll all locations under a single account. There are two types of group customer accounts:

Enterprise Account: Under an "enterprise account", several legally related cannabis testing laboratories are enrolled through a single point of contact; however, each laboratory in the group operates autonomously thereby conducting its own conformity assessment activities. Within an enterprise account, a single point of contact arranges for the accreditation services and completes the group enrollment process. While each laboratory location is evaluated independently for conformity to ISO/IEC 17025:2017, shared administrative activities, such as scheduling, invoicing and payment can be centralized if requested. For each laboratory within the Enterprise Account, the Assessment Fees outlined above would apply.

Satellite Account*: Under a "satellite account," there exists a main laboratory, which maintains oversight of the satellite operations, which are more limited in scope or even operate as a temporary or mobile location. The main laboratory is evaluated to determine conformity to the ISO-IEC 17025:2017 standard and is the main location eligible for COLA accreditation. As a part of the evaluation of the main laboratory, a "sample of satellite locations" will be visited. Minor



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and major non-conformities occurring away from the main laboratory are included in the main site's report with a notation of the location in which the non-conformity was found. The Assessment Fees above will apply to the main laboratory and an additional fee will apply based upon the number of satellites included in the assessment activity.

Timing of Invoices

As noted in the above section, invoices can be expected shortly after the delivery of service.

Payment of Invoices

Invoices should be paid upon receipt and no more than 30 days from date on the invoice. All invoices must be paid in full prior to COLA granting accreditation and issuing the certificate of accreditation and scope.

Travel Expenses

Each person traveling or attending meetings on COLA's business are expected be "expense control minded." Lavish accommodations are strictly avoided.

Plane/Train Travel

When feasible and safe, COLA assessors travel coach class on airlines and trains. The customer will verbally approve travel by air so there are no surprises. Employees must secure their tickets through the designated COLA travel agency program or the COLA liaison person. The travel agency program is set to flag any airfare more than \$100 over the best cost option for approval prior to booking. Airline selection is made according to pre-set guidelines within the travel reservation system, which guarantees COLA the least expensive fares at the time of travel. COLA reimburses fees charged by airlines for one checked bag and any bag fees will appear on the customer invoice.

Car Rental

Car rental associated with COLA business is a reimbursable expense. The standard car rental is midsize. If an assessor team is traveling to your location, the rental car is shared.

Use of Personal Car



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COLA does permit the use of personal vehicles for travel up to a 300-mile radius. Car rental from a COLA-preferred vendor is preferred for driving distances that exceed the 300-mile limit. In such cases, the car rental may be less expensive than mileage reimbursement.

In addition, any COLA staff who utilizes a personal vehicle for business must keep the vehicle in safe driving working condition and comply with all State inspection laws, at the employee's expense. Any employee utilizing their personal car for business purposes must obey state driving laws, speed limits, cell phone usage laws, use of radar detector laws etc. Mileage is reimbursed at the current IRS mileage reimbursement rate. In cases where an assessor uses his/her personal vehicle, exact mileage associated with the visit to the customer's place of operation will be stated along with the mileage rate.

Tolls/Taxis/Parking

COLA reimburses taxi expenses associated with COLA business. Tolls and parking are reimbursable expenses as well. Taxis, tolls and parking associated with a customer assessment will appear on the customer invoice. Receipts are made available to the customer upon request.

COLA encourages our travelers to select the most efficient method of travel to and from airports. Ride sharing companies such as Uber or Lyft are often less expensive than cabs or car services, however they may not be as convenient depending on the time of travel. While the rates may be high, the cost of parking for travelers on long trips may be more than enough to offset the cost of those fares. COLA travelers leaving from an airport to a hotel are encouraged to use the most efficient form of transportation. For example, two or three COLA travelers may find it less expensive to take an Uber, Lyft, or cab together from the airport than to take a bus.

Many hotels/motels provide a free shuttle service to and from airports. COLA staff members are encouraged to take advantage of these free services when possible. The traveler's discretion and evaluation are encouraged.



Hotel/Lodging

Lodging expenses are reimbursable and will appear on the customer's invoice. All lodging accommodations should be booked using the designated COLA travel agency program. Hotel charges are charged directly to the COLA credit card, if made available to the employee. Hotel selections should be made that provide safety and comfort but not extravagance. Lodging costs cannot exceed \$125 per night without prior approval. There are exceptions for select areas in California, where the nightly rate may go up to \$175. Personal expenses charged to the hotel bill such as in-room movies, toiletries, magazines, hairdresser, barbershop, health club expenses, etc., must be indicated as personal on the hotel bill and deducted from the overall reimbursable expenses under the heading "personal charges" on the expense report and are not reimbursable.

Meals

Per Diem for meals is set at or just below the IRS rates. Per diem does not change based upon location of travel. The following rates are allowed for meals:

- \$10 for breakfast
- \$12 for lunch
- \$22 for dinner

Per Diem for meals will be computed on a daily basis for days of business related travel to the customer's site of operation. The per diem breakdown by meal is Breakfast, Lunch, and Dinner, including tips. Any expenses incurred above per diem rates will not be reimbursed nor charged to the customer. If the hotel offers a free breakfast buffet, and the traveler eats this breakfast, they will not put the food per diem allowance for breakfast on the expense report.

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