



# Healthcare Laundry Accreditation Council

## Application for Inspection

\_\_\_\_\_ (Facility or Company Name) hereby applies for an inspection of our facility by the Healthcare Laundry Accreditation Council (HLAC). We are a laundry operation processing textiles for use in healthcare facilities, and we wish to become accredited by HLAC. We understand that inspection does not guarantee accreditation, and that it is an entirely voluntary process. We further understand that the inspection will be based on the *Accreditation Standards for Processing Reusable Textiles for Use in Healthcare Facilities* as published on HLAC's website at [www.hlacnet.org](http://www.hlacnet.org). All application and inspection information are held strictly confidential within HLAC.

### Laundry Facility Information

Contact Person \_\_\_\_\_

Position or Title \_\_\_\_\_

Facility or Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Is the Bill-To address the same as above?  Yes  No

### Demographics

All demographic information is held strictly confidential within HLAC. Data is compiled into aggregate numbers for statistical purposes only.

Does this facility have a pack assembly room?  Yes  No Age of Facility \_\_\_\_\_

\_\_\_\_\_ Square footage of this facility \_\_\_\_\_ Number of Employees

\_\_\_\_\_ % Healthcare textiles (pounds: i.e., 50% healthcare, 50% non-healthcare) are processed at this location. Of the healthcare textiles processed, \_\_\_\_\_ % is acute care (hospital) \_\_\_\_\_ % is long term care (nursing homes, etc.) \_\_\_\_\_ % is retail medical (dental, ambulatory surgical, clinics).

## State and Other Local Information

HLAC will look for evidence that policies are in place to ensure compliance with state and local regulations. Please disclose state or local requirements; attach additional sheet, if necessary. Examples would be Title 22 (California), waste water discharge compliance, air quality monitoring and permits, Department of Homeland Security compliance. Please provide the internet address to access the documents for reference if possible. Attach extra sheets to this application if necessary.

## Inspection Fee Schedule

### Basic Fees (Effective June 15, 2008)

- ★ Single plant or first plant in a multi-plant organization: \$5,000
- ★ Second and subsequent plants owned by the same organization: \$4,000 per plant

**All applications and deposits must come in at the same time to qualify for the multi-plant discount.**

The basic fee includes the pre-inspection materials and communications, the onsite inspection, inspector's report, and subsequent communications with HLAC. The Inspector's travel costs are additional and will be billed at actual cost following the inspection. The fees apply whether or not accreditation is granted. **The entire fee (except travel fees, which are billed after the inspection) must be paid in full before inspection day.**

**The Applicant understands that the Inspector is an independent contractor, not an Employee of HLAC. HLAC disclaims any responsibility for any action taken by the Inspector while at the Applicant's facility. The Applicant understands that only HLAC, not the Inspector, is authorized to determine that a facility qualifies for accreditation.**

## Explanation of the Accreditation Process

To be considered for Accreditation, the applicant's facility must currently be processing healthcare textiles. HLAC recommends a minimum of 25% of your poundage be healthcare. In any case, if you are a mixed plant, you must make arrangements with HLAC to make sure your inspector is present when you are processing healthcare textiles.

**A \$1,000 non-refundable deposit must accompany this application, with the balance paid before the actual inspection date.** In the event that the laundry facility cancels the inspection before the inspection date, the balance is not payable, except for any travel expenses already incurred by the inspector. The deposit may be applied towards a future inspection for **up to one year** from the date of this application.

Inspector travel fees will be billed after the inspection at actual cost. Accreditation is not officially recognized until payment of travel fees. Fees incurred by HLAC to change travel arrangements to a new inspection date will be billed back to the laundry. In addition, **an administrative fee of \$100 will also apply.**

## Re-inspection Fee

In the event that sufficient discrepancies exist after the initial inspection that HLAC determines an onsite re-inspection is necessary for accreditation, a **\$1,000 re-inspection fee plus travel costs will apply.**

## Facility Change Self-Disclosure / Mid-Term Inspection

In the event our facility undergoes a major event (i.e., expansion, renovation, etc.), we agree to self-disclose such information to HLAC for the purposes of confirming the facility continues to meet HLAC Standards. We also understand that such disclosure may initiate a mid-term inspection, and that HLAC may choose to reinspect this facility for this or any other reasonable reason during the three-year accreditation period. **A \$1,000 re-inspection fee plus travel expenses may apply.**

## Acknowledgement

We acknowledge that a full explanation of HLAC's mission statement, inspection process, and Accreditation Standards are available on HLAC's website, and that we have read and understand them.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

**Please make a company check for \$1,000 payable to Healthcare Laundry Accreditation Council (or HLAC).**

**Mail to:** Healthcare Laundry Accreditation Council  
Attention: Executive Director Kathy Tinker  
21400 English Drive  
Frankfort, IL 60423

If you have questions or concerns, call HLAC at (708) 790-1749.