



HEALTHCARE LAUNDRY ACCREDITATION COUNCIL

Accreditation Inspection Agreement

1st Time Applicant: YES NO

If applying for Reaccreditation, provide current Accreditation Expiration date:

Please list desired timeframe (i.e., week of) to schedule the HLAC inspection:

Laundry Organizations due for reaccreditation can be inspected 60 days prior to and up to the expiration date of their current accreditation.



HLAC's contact and billing information have changed. See pg. 6 for new address and ACH payment information.



PLEASE READ: "[HLAC Accreditation Inspection Process Guide](#)"

For more information or questions, please contact:

Healthcare Laundry Accreditation Council (HLAC)

Toll Free: 855-277-HLAC (4522)

Email: admin@hlacnet.org

I. Laundry Organization or Company Information

Laundry Organization or Company Name:

Street Address:

City, State, Zip:

Country:

Telephone:

Fax:

Contact Person:

Position or Title:

Contact Person's Cell Phone:

E-mail:

Is the invoice address the same as above? YES NO

If NO, please provide invoice address:

II. Demographics

(Demographic information is held strictly confidential within HLAC)

1. Type of laundry organization (please check one):

- Healthcare Textiles processed only
- Healthcare and Hospitality Textiles processed (Mixed Plant)

2. Percentage of healthcare textiles processed at this location:

_____ (Pounds: i.e., 50% healthcare, 50% non-healthcare)

3. Of the healthcare textiles processed, please provide the following percentages:

- _____ Acute care (hospital)
- _____ Long term care (nursing homes, etc.)
- _____ Retail medical (dental, ambulatory surgical, clinics)

4. Does this laundry organization have a surgical pack assembly room?

YES NO

5. Does this laundry organization sterilize textiles onsite?

YES NO

6. Age of laundry organization

7. Square footage of this laundry organization

8. Number of employees

9. List how many full shifts

10. List hours of operation by departments (if necessary, list on separate sheet)

11. If you run a mixed laundry organization, list the hours when you process healthcare textiles

12. List hours of breaks and lunches by department (if necessary, list on separate sheet)

13. Are there any days the laundry organization is not open during the next 45 days, including weekends and federal holidays?

14. List contact names and their cell phone numbers per shift, so that Inspectors do not have to search for individuals to answer questions (if necessary, list on separate sheet)

15. Does this laundry organization have an offsite Depot (Associated with main processing facility)?

A. If yes, provide the address of the depot(s) - (if necessary, list on separate sheet)

Depot #1:

Depot #2:

Depot #3:

Depot #4:

Depot #5:

B. If yes, what is the square footage of the offsite Depot(s)?

Depot #1:

Depot #2:

Depot #3:

Depot #4:

Depot #5:

C. What is the mileage between the main laundry organization and the offsite Depot?

Depot #1:

Depot #2:

Depot #3:

Depot #4:

Depot #5:

If mileage is greater than a 10-mile radius, a \$1,700 additional fee is required.

D. How many hours away is the offsite depot to the main laundry organization?

Depot #1:

Depot #2:

Depot #3:

Depot #4:

Depot #5:

If the depot is 3 hours or more away from the main facility, please add \$400 to the depot inspection fee. If the depot is 6 hours or more away from the main facility, please add \$700 to the depot inspection fee.

16. Does this laundry organization process textiles entirely at one facility?

YES NO

If not, please explain:

17. Has there been any major expansion and/or renovation (i.e., infrastructure versus capacity increase) to the laundry since the last HLAC inspection?

YES NO

If YES, please explain (if necessary, list on separate sheet):

III. Laundry Organization Name on Plaque and HLAC Website

If accredited, please list the Laundry Organization Name as it is to appear on the Accreditation Plaque and the HLAC website:

If accredited, please list the Laundry Organization Web Address. A link to the Laundry Organization's website will appear next to the Laundry Organization's name on the HLAC website:

IV. Inspection Fees

In the table below, the basic inspection fees are listed. Specific detailed information related to the fees and processes are listed in the HLAC Accreditation Inspection Process Guide.

Basic Inspection Fees* <i>(All monies are listed in U.S. currency)</i>			
<i>*Travel Expenses not included</i>	United States	Canada & Mexico	Other
First Time Accreditation	\$5,700	\$5,700	<i>Countries outside North America, contact HLAC for fees *Laundry organizations in different countries, please call HLAC for the Basic Inspection Fee</i>
Renewal Accreditation	\$5,700	\$5,700	
Inspection for Depot (Associated with main processing facility greater than a 10-mile radius)	\$1,700*	\$1,700*	
If the depot is 3 hours or more away from the main laundry facility, please add \$400 to the depot inspection fee.	\$400	\$400	
If the depot is 6 hours or more away from the main laundry facility, please add \$700 to the depot inspection fee.	\$700	\$700	
Remediation Visit ** <i>** Remediation fees apply when a follow-up inspection is required to review corrective actions</i>	\$2,800*	\$2,800*	
Inspection Rescheduling Fee <i>(If rescheduled less than 45 days before scheduled inspection plus any travel expenses, fees and penalties incurred by HLAC Inspector)</i>	\$500	\$500	

V. Special Rates - Multiple Facilities

In the table below, special rates are provided for laundry organizations with three or more facilities.

To qualify for the special rate, the laundry organization must submit the following:

1. All agreements and Inspection Fees for all Facilities at the same time
2. Provide proof of common ownership or management (i.e., articles of incorporation or letter from lawyer)

Special Rate for Laundry Organizations with Three or More Facilities*

(All monies are listed in U.S. currency)

The following rates will be deducted from the Basic Inspection Rates Listed Above.

3 to 5 Laundry Facilities	\$500 per Laundry Facility
6 to 10 Laundry Facilities	\$750 per Laundry Facility
Over 10 Laundry Facilities	\$1,000 per Laundry Facility

**For those laundry organizations with facilities in different countries, the country where the facility is located will determine the Basic Inspection Fee.*

VI. HLAC Accreditation Agreement & Payment



Our address and billing information have changed! Please notify accounts payable of address and ACH change.

Company Check Payable to: Healthcare Laundry Accreditation Council or HLAC

Mail HLAC Accreditation Inspection Agreement & Company Check to HLAC:

Healthcare Laundry Accreditation Council
22640 Hazel Lane
Rapid City, SD 57702

For ACH Payments:

Financial Institution: U.S. Bank
Account Name: Healthcare Laundry Accreditation Council
Routing Number: 091408501
Account Number: 175091762237

Applications can also be emailed to admin@hlacnet.org

VII. HLAC Response Timeframe

Due to the unique circumstances of each inspection, additional work and research may need to be completed before the HLAC Accreditation Sub-Committee can respond after an inspection or after receiving remediation (corrective) materials. This process can take up to three (3) weeks to complete.

VIII. HLAC Unannounced Re-Inspections

HLAC reserves the right to perform an unannounced re-inspection at an HLAC accredited laundry at any time during regular business hours which may affect its accreditation status. If the re-inspection shows that HLAC Standards are not met, accreditation may be revoked.

XI. Acknowledgment

By signing this agreement, the laundry organization agrees to the terms set forth in this document as well as the **HLAC Accreditation Inspection Process Guide**. It further acknowledges understanding of the HLAC Mission Statement, Inspection Process and **Accreditation Standards for Processing Reusable Textiles for Use in Healthcare Facilities**, 2016 Edition, as published on the HLAC's website at www.hlacnet.org.

By checking this box and typing my name below, I am electronically signing the agreement.

Name: _____

Title: _____

Date: _____

IX. HLAC Policy - Reaccreditations

Reaccreditation inspections can be scheduled 60 days prior to and **up to the expiration date** of their current accreditation expiration date. Laundry organizations that do not complete their reaccreditation during this timeframe will lose their accreditation.

On the day after their accreditation expiration date, the laundry organization's name will be removed from the HLAC website and all marketing stating they are HLAC Accredited must be stopped immediately.

X. HLAC Inspection Remediation (Corrections)

Remediation (corrections) may be allowed for laundry organizations that do not qualify for accreditation during its inspection depending upon the extent of the failures.

The laundry organization will be allowed up to **15 business days** from the date of the HLAC inspection results letter to remediate (correct) *HLAC Standards* failures; or in special circumstances, the Accreditation Sub-Committee may provide the laundry organization up to **45 days** to remediate based on the extent of the remediation (corrections).

Laundry organizations that do **NOT** submit remediation (corrections) within the designated time will have their accreditation **revoked** and will not be able to re-apply for accreditation for a period of six months.