 ***Animal Health Laboratory***

**Checklist for requests for AHL contract work for client usage**

Thank you for your enquiry about lab testing from the AHL. Before we can provide you with a written quotation, we need information about test type, number of samples, turnaround time, etc.

**Please fill in as much of the information as possible. In cases where we have provided you with several options in bold, please underline or highlight the option that applies to you or alternately delete the option that is not applicable. By completing this checklist you will help us to produce a formal Service Quotation quickly.**

*Please note: The AHL does not test human samples, nor do we provide GLP testing other than by special request.*

**Service Quotation # (generated by AHL)**: **Click or tap here to enter text.**

**Date:** **Click or tap to enter a date.**

**Project name/description: (max. 60 characters)** **Click or tap here to enter text.**

**Species: Click or tap here to enter text. Commodity: Choose an item.**

**AHL Client # (with signing authority to pay for the work): Click or tap here to enter text.**

**Full contact name:** **Click or tap here to enter text.**

**Organization**: **Click or tap here to enter text.**

**Address:** **Click or tap here to enter text.** **Postal Code: Click or tap here to enter text.**

**Phone #: Click or tap here to enter text. Fax**: **Click or tap here to enter text.**

**Email address: Click or tap here to enter text.**

**AHL V#: Click or tap here to enter text.**

**Vet/Student/Assistant/Collaborator name**: **Click or tap here to enter text.**

**Phone #: Click or tap here to enter text. Fax**: **Click or tap here to enter text.**

**Email address:** **Click or tap here to enter text.**

**AHL lab section Supervisor: Choose an item.**

**PROJECT REQUIREMENTS**

If this is a contract through your personal consulting company, we recommend that we jointly sign our Mutual Confidentiality & Non-Disclosure Agreement: [https://www.uoguelph.ca/ahl/system/files/MUTUAL\_NON\_%20DISCLOSURE\_AGREEMENT.doc](https://www.uoguelph.ca/ahl/system/files/MUTUAL_NON_%20DISCLOSURE_AGREEMENT.doc%20%20)

A Mutual Confidentiality & Non-Disclosure Agreement **Choose an item.** be submitted for this quotation.

This project **Choose an item.** require an exchange of intellectual property or confidential information.

If it does, please explain here: **Click or tap here to enter text.**.

This project **Choose an item.** require GLP documentation.

This project **Choose an item.** require record retention. **Explanation: Click or tap here to enter text..**

This project **Choose an item.** require methodology records.

This project **Choose an item.** require quality control records.

Interpretive or consultative services **Choose an item.** required.

**SAMPLING INFORMATION**

**Planned start date:** **Click or tap to enter a date.** **Planned end date: Click or tap to enter a date.**

**Total number of samples expected to be submitted is: Click or tap here to enter text..**

**Number of samples per submission will be: Click or tap here to enter text..**

Tests to be run **Choose an item.** (Stat charges apply if rush.)

*Samples must be in order in racks as per the accompanying paperwork.*

Samples will be submitted **Choose an item.**.

If samples are run daily, they will be run on **Choose an item.**. Samples will arrive **Choose an item..**

Samples **Choose an item.** arrive out-of-hours.

Testing **Choose an item.** be done outside of usual working hours (an out-of-hours surcharge will apply).

**SAMPLE STORAGE**

Requests for re-testing must be received within two weeks from the date of analysis as samples are disposed of at pre-determined dates after the date of analysis by the lab. Please make arrangements with the lab supervisors to collect your samples if you would like the samples returned.

Storage of samples **Choose an item.** required.

Long-term storage of samples **Choose an item.** required.

**Stored samples will be kept for:** **Click or tap here to enter text.**.

Disposal of submitted samples/carcasses **Choose an item.** required.

Euthanasia of live animals **Choose an item.** be required.

For multiple submissions, we create pre-printed submission forms. For large volumes of samples – please email specroom@uoguelph.ca with a one column Excel spreadsheet list of the sample identification numbers prior to submission of samples. Note: A charge of $11.00 per unit of 15 minutes (code xaccahl) will be applied to all cases where samples are not pre-sorted to match the requisition and in any case of more than 20 samples where no Excel spreadsheet with animal IDs is submitted.

Please be advised that we offer our clients the ability to enter cases remotely. This enables the client to know each case number as the cases are created, in turn ensuring sample ID and test request accuracy. Discuss this option with the AHL lab section supervisor or contact – AHL Client Services Technician at ext 54320 or email ahlinfo@uoguelph.ca for more details.

**TESTING INFORMATION**

Please note: If AHL needs to subcontract work to an external laboratory, their fees are passed on to clients along with shipping and handling charges, at the current exchange rate – external lab fees are subject to change without notice.

T**est /Procedure required: Click here to enter text.**

**Sample type:** **Click here to enter text. AHL LIMS code:** **Click here to e** **Price**: $**Click here to e**

**Test /Procedure required: Click here to enter text.**

**Sample type:** **Click here to enter text. AHL LIMS code:** **Click here to e** **Price**: $**Click here to e**

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**Test /Procedure required: Click here to enter text.**

**Sample type:** **Click here to enter text. AHL LIMS code:** **Click here to e** **Price**: $**Click here to e**

**The required turnaround time is as advertised in our fee schedule unless otherwise specified.**

**REPORTING INFORMATION**

The preferred method of transmission of results is by **Choose an item.**.

The results **Choose an item.** forwarded to a party other than the submitter by **Choose an item.**.

**The other party receiving results is: Click or tap here to enter text..**

Additional documentation/record-keeping **Choose an item.** necessary (including written reports).

Result reports are provided in a PDF file format.

An Excel spreadsheet result file **Choose an item.** required.

**BILLING INFORMATION**

You (the client) will pay for testing using **Choose an item.**. U of G client monthly Journal entries are created using U of G grant number. A monthly statement of testing will be sent to you.

**The full U of G grant coding number is** **Click or tap here to enter text.** **64251.**

**UGL #: Click or tap here to enter text..**

Give any credit card information directly to Eva Ozvald, Finance Supervisor, Laboratory Services Division at 519 824-4120 ext 57207.

**The formal AHL Service Quotation created must be accepted, signed, and returned prior to your first submission. Verbal, fax or email approval will also suffice with the AHL Lab Section Supervisor.**

**AHL Standard Terms and Conditions**

1. **CONFIDENTIALITY / INTELLECTUAL PROPERTY**

Laboratory Services Division (LSD) **confidential information** includes standard operating procedures (SOPs), test method information, quality control guidelines, instrument information, testing requirements and method validation data.

As part of our quality program LSD **SOPs** are proprietary and are not shared unless agreed to in writing by an LSD co-Executive Director.

Specimens submitted to the University of Guelph, and any information or Intellectual Property identified by or arising from such specimens, belong to the University unless other arrangements are made in writing at the time of submission.

LSD shall not be used in any way in connection with the sale, offer or advertisement of any article, process or service without written consent of the Co-Executive Director.

Results produced by LSD are included from time to time by researchers in various **communications**, including peer-reviewed journals, posters, newsletters, platform presentations, etc. Lab Services will supply summarized test methodology for the purpose of publication. By agreement, acknowledgment of LSD as the source of the data is appropriate. Co-authorship may be offered to LSD staff who have made substantive intellectual contributions to a paper, i.e., consistent with the four criteria established by the International Committee of Medical Journal Editors

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

All client information is treated as confidential and will not be provided to anyone other than the client without the client's prior written permission except where required by law.

For AHL Client communications and the veterinarian-client-patient relationship (VCPR) see: <https://www.uoguelph.ca/ahl/ahl-client-communications-and-veterinarian-client-patient-relationship>

1. **SUBMITTING SPECIMENS**

Quoted prices include testing of the submitted samples (number and type) listed in the quotation and a written report of those testing results. Any changes in the samples as identified in the quotation or any additional services requested must be agreed upon in advance and/or may result in additional costs.

The signed quotation constitutes our contractual agreement for this work. In case of dispute, this document will take precedence over other related documents for this work.

Transportation of samples, provision of sample containers and shipping charges are the responsibility of the client.

AHL creates customized submission forms to be send after quotation approved and **must be used** when submitting samples for testing to ensure that all terms and conditions of the quote, including price, are applied.

1. **TESTING / REPORTING**

Reports are sent to the client. Reports will only be sent to third parties, e.g. insurance agents, on the written request of the client.

All suspected reportable or immediately notifiable diseases are reported to the CFIA, OMAFRA, and OMHLTC, as appropriate.  Specimens are forwarded to CFIA for confirmatory testing, if applicable.

Testing of food-producing animal samples is financially supported by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), for the purposes of Ontario disease surveillance and support of market access and trade.  As part of the subsidized services provided by AHL, clients agree to share the data from test results with appropriate government agencies.  As stated on AHL submission forms:

**“Important. Please read.** Contact Information must be supplied with all samples submitted for testing to the Animal Health Lab (“AHL”).  Testing carried out through the AHL is subsidized by the Government of Ontario.  By submitting specimens to the AHL for testing, the Submitter acknowledges that s/he is the owner or is a duly authorized agent of the owner.  The Submitter acknowledges and agrees that AHL may share test results and Contact Information as it deems necessary for the purposes of relevant legislation regarding reportable or notifiable diseases and for the purpose of surveillance of animal or public health in Ontario.”

Please note that we must **change or modify equipment, reagents, or methods** from time to time, but we do overlap studies to ensure uniformity of results. An agreement to use exactly the same equipment, reagents, or method on all samples over the course of a study may be possible, but must be agreed to in writing in advance of the start of testing for a study.

Approximate turnaround times (based on usual working days after receipt in our lab) are given for each in-house test in our Fee Schedule. To ensure rapid TAT, samples should arrive the day before testing is scheduled to start for most tests. Results are available electronically as soon as they are entered into our computer system and verified.

LSD reserves the right to suspend or discontinue any work until satisfactory payment arrangements are established.

Rush analysis should be requested in writing to the laboratory supervisor by a client representative with budgetary authority. A minimum surcharge of 50% will be applied.

1. **PAYMENT / BILLING**

Invoices are sent daily after the final report unless otherwise requested. Payment terms are 30 days from the statement date. Interest charges of 1.5% per month shall apply to overdue accounts.

Laboratory Services Division reserves the right to revise prices without notice. The AHL adjusts prices annually May 1st. Agreed prices in a signed formal service quotation remain valid for the duration of the quote.

**TO SECURE PRICING AND OTHER TESTING REQUIREMENTS FOR YOUR PROJECT, THE QUOTE NUMBER OR CUSTOMIZED SUBMISSION FORM IF PROVIDED MUST ACCOMPANY ALL SAMPLES.**

For further information on Billing & Fees see: <https://www.uoguelph.ca/ahl/billing-and-fees>

1. **LIABILITY**

University of Guelph, Laboratory Services Division's liability is limited to the quoted individual sample price.

Please review this proposal and contact us if you have any questions or wish further adjustments.

If you wish to proceed as outlined, this quotation must be signed below and received by the Laboratory Services Division within 60 days either by email, fax, or with the samples. It must be re-issued if not accepted within that period.