



# AOAC Laboratory Proficiency Testing Program Enrollment Form



Proficiency Testing Provider  
Certificate Number 1782.01

**INSTRUCTIONS:** To order additional samples in the AOAC Laboratory Proficiency Testing Program, complete all sections (Steps 1-5) on this form including payment and/or a purchase order. **Once completed, save the form to your computer, then send a copy via e-mail to [LPTP@aoac.org](mailto:LPTP@aoac.org).** You will be contacted by an LPTP program administrator within 2 business days.

## STEP 1: PROGRAM SELECTION, RATES AND ADDITIONAL SAMPLE DATE(S)

- a) Select the AOAC Laboratory Proficiency Testing Program(s) your laboratory will enroll in by entering the quantity requested for each available for the program; and b) select your shipment date(s). **Labs must enroll 30 days prior to a scheduled shipment – click to view [Program Description and Enrollment Deadlines](#).**

Enrollment Date (today's date):																
Proficiency Testing Programs Program Enrollment: Partial Year		Ship Dates Enter Quantity Requested for Each Quarter <small>See <a href="#">Enrollment Deadlines</a></small>										Total # of Shipments (A) (Total of all shipments requested for this item)	Cost Per Shipment (B) <i>Includes shipping to the U.S.</i>	International Shipping Surcharge (\$50 per # Shipments Quantity) (B2)	Total Cost (C) (A x B) + B2=C	
		Q1 January	Q1 February	Q1 March	Q2 April	Q2 May	Q2 June	Q3 July	Q3 August	Q3 September	Q4 October					Q4 November
Code	Description															
M01	Standard Microbiology													\$1,025.00		
M08	Standard Microbiology without <i>E. coli</i> 0157:H7													\$1,025.00		
M09	Standard Microbiology without <i>E. coli</i> 0157:H7 & <i>Listeria</i>													\$1,025.00		
M02	Pathogen-Free Microbiology													\$800.00		
M03	Meat Microbiology 1 ( <i>Salmonella</i> )													\$865.00		
M04	Meat Microbiology 2 ( <i>E. coli</i> 0157:H7)													\$915.00		
M05	Meat Microbiology 3 ( <i>Listeria</i> )													\$915.00		
M10	Combination Meat Microbiology ( <i>Salmonella</i> , <i>E. coli</i> 0157:H7 & <i>Listeria</i> )													\$1,385.00		
M12	Combination Meat Microbiology ( <i>Salmonella</i> & <i>Listeria</i> )													\$1,075.00		
C01	Meat Chemistry													\$625.00		
C02	Cheese Chemistry													\$650.00		
P01	Pesticide Residues in Fruits & Vegetables													\$1,455.00		
IF01	Vitamins and Nutrients in Infant Formula & Adult Nutritionals													\$650.00		
E01	<i>Salmonella</i> in Liquid Egg													\$900.00		
LS01	<i>Listeria</i> Environmental Swab													\$1,025.00		

**TOTAL PROGRAM FEE:**

Shipping fees are included in the Program Cost per round which is applicable to continental U.S. locations only. Please add \$50.00 USD per round. Other International locations email [LPTP@aoac.org](mailto:LPTP@aoac.org)

**Bank Wire Transfers \$25 additional fee will be added.**

**If cold storage box is required (Remote International destinations) there will be an additional \$200 charge.**

Your enrollment date is considered to be the date AOAC receives written notification for a new enrollment or renewal in the Laboratory Proficiency Testing Program. If cancellation is received after your enrollment date or your lab is removed for non-payment, AOAC will charge and early termination fee of \$150.00 per program and, if applicable, any prorated fees associated with sample shipment(s). See AOAC's Laboratory Proficiency Testing Billing Policies for full details.

**TOTAL ENCLOSED:**



## AOAC INTERNATIONAL

### Laboratory Proficiency Testing Program (Partial Year) Billing Policies – FAQs

**Required: Please initial next to each billing item.**

**1. What is my enrollment date?**

Your enrollment date is considered to be the date AOAC INTERNATIONAL receives written notification for a new enrollment or renewal in the Laboratory Proficiency Testing Program.

**2. Why does my lab need to enroll 30 days prior to a shipment?**

AOAC provides participant numbers to the test material provider 30 days prior to a scheduled shipment. In order to receive a shipment your lab must be included on this list. Note: new enrollees with no prior credit history with AOAC must prepay. If prepayment is not received 30 days prior to the requested start date, your enrollment will start with the next shipment available upon receipt of payment.

**3. What should I do if the primary contact person for the program changes at my lab?**

It is the labs responsibility to email AOAC at [LPTP@aoac.org](mailto:LPTP@aoac.org) and provide us with the name, email, and telephone number of the new contact person. Please note: Only one email address per lab is allowed.

**4. When is my labs payment due?**

Prepayment is required for all partial enrollments. AOAC reserves the right to change these terms at any time and request prepayment for accounts that have a past due credit history.

**5. Will AOAC notify me about my lab's renewal in the PT program?**

NO. AOAC will send a general notification with the partial year enrollment form. It is up to the lab to set up a partial year enrollment schedule by returning the completed enrollment form to AOAC.

**6. What do I need to do once I have received my renewal email?**

Complete and return the partial year enrollment form by the enrollment deadline.

**7. What happens if I do not reply to AOAC's renewal email by the renewal deadline?**

Your lab will automatically be removed from the program.

**8. What should I do if my lab needs to cancel a shipment?**

Notify AOAC by email [LPTP@aoac.org](mailto:LPTP@aoac.org) at least 30 days prior to a scheduled shipment with your Site ID, lab name, and reason why your lab must cancel. If cancellation is received after the 30 day period you are responsible for payment of samples reported to the test material provider.

**9. How do I cancel full participation in the Proficiency Testing Program?**

Notify AOAC by email [LPTP@aoac.org](mailto:LPTP@aoac.org) at least 30 days prior to a scheduled shipment with your Site ID, lab name, and reason why your lab must cancel. If cancellation is received after your enrollment date, AOAC will charge an Early Termination Fee of \$150.00 per program and, if applicable, any prorated fees associated with sample shipment(s) reported or received.

**10. What happens if payment has not been made by the time my labs first set of samples are scheduled to ship?**

Based upon your written notification and commitment of enrollment in the program AOAC will ship your first set of samples; however, AOAC reserves the right to not release your results until payment has been received.

**11. My Invoice is Past Due. What should I do?**

Please contact AOAC immediately at [LPTP@aoac.org](mailto:LPTP@aoac.org) to provide payment status or to make payment arrangements, if necessary. If payment is not received within 2 weeks from your invoice due date, your lab will be removed from the program. Also, AOAC will charge an Early Termination Fee of \$150.00 per program and, if applicable, any prorated fees associated with sample shipment(s).

## STEP 2: SHIPPING INFORMATION

**No P.O. Boxes.** Only exact street shipping address. Shipping carriers cannot deliver to P.O. Boxes. Please contact the proficiency testing department at 301-924-7077 ext. 109 if shipping outside the continental United States shipping cost vary.

Contact Name:

Laboratory Name:

Street Address:

City: State: Postal Code: Country:

Telephone: Fax:

Email Address: Hours of Operation:

## STEP 3: BILLING INFORMATION

Contact Name:

Laboratory Name:

Street Address:

City: State: Postal Code: Country:

Telephone: Fax:

Email Address: Hours of Operation:

## STEP 4: PAYMENT (\*PREPAYMENT IS REQUIRED)

Purchase Order No. (For reference ONLY. Prepayment is required to complete enrollment.)

Check No. \_\_\_\_\_ Make payable to AOAC INTERNATIONAL. US funds only.  
Remit to:  
AOAC INTERNATIONAL  
2275 Research Blvd, Ste 300  
Rockville, MD 20850-3250 USA

Visa  Master Card  American Express If you wish to pay by credit card, please call 301-924-7077 ext. 109

Bank wire transfer: Fee \$25.00

**\*\* For bank wire transfer information, please email [LPTP@aoac.org](mailto:LPTP@aoac.org).\*\* After the wire transfer has been arranged with your bank, e-mail a copy of the wire transfer with enrollment form to [LPTP@aoac.org](mailto:LPTP@aoac.org).**

## STEP 5: SUBMIT TO AOAC

1. *Save the form to your computer.*
2. *E-mail a copy of it to [LPTP@aoac.org](mailto:LPTP@aoac.org) for processing.*
3. *An LPTP program administrator will process your form and contact you for next steps within 2 business days.*

If you have questions regarding programs or enrollment, please contact AOAC at (301) 924-7077 ext. 109 or email [LPTP@aoac.org](mailto:LPTP@aoac.org).

### FOR AOAC INTERNAL USE ONLY

Site ID:	PTP:	Invoice No.:	<input type="checkbox"/> NEW Enrollment	<input type="checkbox"/> Other:
			<input type="checkbox"/> Re-enrollment	