



AOAC Laboratory Proficiency Testing Program Enrollment Form



Proficiency Testing Provider
Certificate Number 1782.01

INSTRUCTIONS:

- 1) Complete all sections (Steps 1-5) on this form.
- 2) Once completed, save the form to your computer, then e-mail a copy to LPTP@aoac.org.
- 3) Within 2 business days, you will be contacted by an LPTP program administrator and provided with an Invoice. Your total with all programs, options, and shipping charges will be included.
 - No Programs will be shipped without pre-payment.
 - Please do not include credit card information with this form. We will provide options for payment by Wire, ACH, Check, or secure online Credit Card payment when we reply.

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

Select the AOAC Laboratory Proficiency Testing Program(s) your laboratory will enroll in by entering the quantity requested for an available shipping quarter. **Labs must enroll at least 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		Cost Per Shipment	Ship Dates Enter Quantity Requested for Each Quarter												Total Quantity of Shipments	Total Cost All Shipments
Code	Description		Q1 January	Q1 February	Q1 March	Q2 April	Q2 May	Q2 June	Q3 July	Q3 August	Q3 September	Q4 October	Q4 November	Q4 December		
M01	Standard Microbiology	\$1,125.00														
M08	Standard Microbiology without <i>E. coli</i> 0157:H7	\$1,125.00														
M09	Standard Microbiology without <i>E. coli</i> 0157:H7 & <i>Listeria</i>	\$1,125.00														
M02	Pathogen-Free Microbiology	\$875.00														
M03	Meat Microbiology 1 (<i>Salmonella</i>)	\$895.00														
M04	Meat Microbiology 2 (<i>E. coli</i> 0157:H7)	\$945.00														
M05	Meat Microbiology 3 (<i>Listeria</i>)	\$945.00														
M10	Combination Meat Microbiology (<i>Salmonella</i> , <i>E. coli</i> 0157:H7 & <i>Listeria</i>)	\$1,430.00														
M12	Combination Meat Microbiology (<i>Salmonella</i> & <i>Listeria</i>)	\$1,110.00														
C01	Meat Chemistry	\$650.00														
C02	Cheese Chemistry	\$670.00														
P01	Pesticide Residues in Fruits & Vegetables	\$1,500.00														
IF01	Vitamins and Nutrients in Infant Formula & Adult Nutritionals	\$670.00														
E01	<i>Salmonella</i> in Liquid Egg	\$950.00														
LS01	<i>Listeria</i> Environmental Swab	\$1,055.00														
SS01	<i>Salmonella</i> Environmental Swab	\$1,055.00														
TOTAL PROGRAM FEE:																
Shipping Fees - Will be calculated by LPTP in addition to Program Fees and provided in final invoice.															TBD	
Payment Type Fee Disclosure - The following fees will be added to the final invoice, dependent on payment type: ACH: No additional charge, AOAC prefers. Wire Transfers: \$25 additional fee. Credit Cards: 3% Convenience Fee.															TBD	
If cold storage box is required (Remote International destinations), there will be an additional \$200 charge. Please note if needed.																
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.															We will provide a final invoice via e-mail within 2 business days.	



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 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 lab's 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 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 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 lab's 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 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. Shipping carriers will only deliver to exact Street Addresses. - AOAC only ships via FedEx. AOAC will use this address and the nature of the Programs you enroll in to calculate shipping fees on your invoice. There will be additional charges for shipping all programs, as well additional surcharges for items defined by the carrier as Dangerous Goods.

Contact Name

Laboratory Name

Street Address

City

State

Postal Code

Country

E-mail Address

Telephone

STEP 3: BILLING INFORMATION

☐ Check box if Billing Information is the same as Shipping, and leave this section blank.

Contact Name

Laboratory Name

Street Address

City

State

Postal Code

Country

E-mail Address

Telephone

STEP 4: PREFERRED PAYMENT FORMAT – All require \$ USD from a U.S. bank.

☐ ACH Transfer – AOAC preferred. No additional charges. Payment information will be provided.

☐ Visa ☐ Master Card ☐ American Express A 3% processing fee will be added to all invoices using credit card. A secure credit card portal link for payment will be provided with invoice.

☐ WIRE – Requires additional fee of \$25.00. - Payment information will be provided.

☐ Check # Make payable to AOAC INTERNATIONAL. \$ US funds from a U.S. bank only.
Remit to:
AOAC INTERNATIONAL
P.O. Box 1067
Rockville, MD 20849-1067 USA

☐ Purchase Order # Optional - we will include on Invoice if provided to fulfill your internal accounting requirements. Full, completed payment is still required before Programs will be shipped. Purchase Orders are not accepted as payments.

STEP 5: SUBMIT TO AOAC

1. Save the PDF form to your computer and complete it.
2. E-mail a copy of it to LPTP@aoac.org for processing.
3. An LPTP program administrator will process your form and reply via e-mail with an invoice and next steps within 2 business days.

Questions regarding programs or enrollment? Please contact AOAC via email LPTP@aoac.org or via phone at (240) 801-8659 or (301) 924-7077 option 2.

FOR AOAC INTERNAL USE ONLY

Site ID:

PTP:

Invoice No.:

☐

NEW Enrollment

☐

Other:

☐

Re-enrollment