



STANDARD TERMS AND CONDITIONS

CREDIT TERMS Payment is due within 30 days of the invoice date or 30 days within receipt of invoice, whichever is later. The State Hygienic Laboratory (SHL) accepts check and credit cards for payment of services. Credit card payments are only accepted on the SHL website: https://www.shl.uiowa.edu/financial/invoice_pay.html. Credit Cards accepted are MasterCard, Visa and Discover. Payments by check should be made payable to The State Hygienic Laboratory (SHL) and should include the invoice number(s) to insure proper credit. Payment by check should be mailed to:

University of Iowa Hygienic Laboratory
PO Box 310405
Des Moines, IA 50331-0405

Accounts more than 60 days past due are subject to accrual of interest at the maximum rate allowed by law, computed daily until payment is received. For Non-sufficient funds a returned check fee of \$30 will be assessed per University of Iowa Business Office policy effective 09/01/2017.

RUSH ANALYSES Rush analyses are available for an additional charge and must be arranged in advance. If, for unforeseen reasons, the rush turnaround time cannot be met, the normal price will apply.

PRICE QUOTATIONS Extra preparation required for samples with problem matrices or special report deliverables may incur additional charges. Unless otherwise agreed to in advance, all work will be performed at the SHL's current fee schedule.

SAMPLE BOTTLES/SPECIMEN KITS The SHL will provide site-specific sampling kits and shipping containers to clients within the contiguous United States. The kits/containers include all materials necessary for sample collection and return to the SHL. Return shipments to the laboratory must be freight prepaid unless otherwise arranged.

SAMPLE/SPECIMEN SUBMISSION When samples are submitted for analysis, the samples should be accompanied by the collection forms supplied by SHL. The following minimum information shall be provided by the client on the sample collection forms: (a) Client name, address, and phone number. (b) Type of samples. (c) Analysis requested for each sample. (d) Sample site identification. (e) Date and time of sampling. (f) Billing information, including Purchase Order. (g) Client phone



number and contact name should questions regarding the sample arise. Sample analysis is subject to acceptance of samples by the SHL.

QA/QC DATA PACKAGES The SHL can provide various levels of QC data for a fee. Contact SHL's Client Services at 319-335-4500 for more information.

SAMPLE COMPOSITING In some cases, the client may require a composite sample analysis. There may be a charge for compositing. Contact SHL's Client Services at 319-335-4500 or 1-800-421-4692 for more information prior to collection.

ARCHIVED REPORTS The SHL maintains report files for the length of time identified in contractual, regulatory or legal requirements. Retrieval of archived reports that are stored off the premises or require detailed documents will be charged a minimum \$25 fee.

METHOD REFERENCES The SHL follows methods as specified in the various regulations or relevant accrediting bodies.

SUBCONTRACTING Analyses not listed herein that require sub-contracting will be handled on a case-by-case basis. SHL will ensure that the subcontracting laboratory meets all requirements prior to submission of samples (i.e. certification/accreditations, analytical methods and reporting requirements). SHL staff will immediately inform the client that another laboratory's services will be necessary and will not proceed with the analyses until the client requesting the service(s) has approved SHL's use of an alternative vendor.

LIMIT OF LIABILITY Services rendered pursuant to this agreement shall be performed in a professional and thorough manner in accordance with the terms of this agreement and the standards of performance generally considered acceptable in the relevant industry. Upon request, the SHL can provide a Certificate of Self-Insurance from the University of Iowa, Department of Risk Management, Insurance and Loss Prevention.

GOVERNING LAW All disputes arising from services provided by the SHL or otherwise relating to the Terms and Conditions set forth herein shall be governed by Iowa law.

ADDRESS AND HOURS Addresses for the three SHL Laboratories are listed below. Normal working and sample receiving hours are 8:00 am to 5:00 pm, Monday through Friday. Saturday delivery is available if arranged prior to shipment. Extensive additional information on available services is available on our website: www.shl.uiowa.edu or contact SHL's Client Services at 319-335-4500 or 1-800-421-4692.



Attachment: Analytical Testing Fee Schedule

# of Analyses Requested	Metals	Pesticides	Ethanol	Expanded Solvents	Potency	Salmonella	STEC	TAMC	TYMC
1	\$197.87	\$610.95	\$603.74	\$1,300.84	\$442.99	\$192.58	\$176.89	\$366.91	\$359.05
2	\$130.69	\$382.77	\$344.50	\$707.17	\$269.32	\$121.92	\$111.09	\$201.01	\$200.78
3	\$108.29	\$306.71	\$258.09	\$509.28	\$211.43	\$98.36	\$89.16	\$145.72	\$148.02
4	\$97.10	\$268.68	\$214.89	\$410.33	\$182.48	\$86.58	\$78.19	\$118.07	\$121.64
5	\$90.38	\$245.86	\$188.96	\$350.96	\$165.12	\$79.52	\$71.61	\$101.48	\$105.81
6	\$85.90	\$230.65	\$171.68	\$311.39	\$153.54	\$74.81	\$67.23	\$90.42	\$95.26
7	\$82.70	\$219.78	\$159.33	\$283.11	\$145.27	\$71.44	\$64.09	\$82.52	\$87.72
8	\$80.30	\$211.64	\$150.08	\$261.91	\$139.07	\$68.92	\$61.74	\$76.59	\$82.07
9	\$78.43	\$205.30	\$142.88	\$245.42	\$134.24	\$66.96	\$59.91	\$71.98	\$77.67
10	\$76.94	\$200.23	\$137.11	\$232.23	\$130.38	\$65.39	\$58.45	\$68.30	\$74.16
11	\$75.72	\$196.08	\$132.40	\$221.43	\$127.23	\$64.10	\$57.26	\$65.28	\$71.28
12	\$74.70	\$192.62	\$128.47	\$212.44	\$124.60	\$63.03	\$56.26	\$62.77	\$68.88
13	\$73.84	\$189.70	\$125.15	\$204.83	\$122.37	\$62.12	\$55.42	\$60.64	\$66.85
14	\$73.10	\$187.19	\$122.30	\$198.30	\$120.46	\$61.35	\$54.69	\$58.82	\$65.11
15+	\$72.46	\$185.01	\$119.83	\$192.65	\$118.81	\$60.68	\$54.07	\$57.24	\$63.60