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|  | Państwowy Instytut Weterynaryjny - Państwowy Instytut Badawczy (NVRI)Al. Partyzantów 57, 24-100 Puławytel. +48 81 889 30 00 fax. +48 81 886 25 95www.piwet.pulawy.ple-mail: sekretariat@piwet.pulawy.pl |

**AN ORDER TO PERFORM A TEST NO………………….. dated……………..**

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| Fields enclosed by boxes are to be completed by the ordering party |

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| **1. Organisation name/ Individual’s full name and address of the ordering party** |  |
| **2. Purpose of the tests** | [ ]  **legally regulated area** | [ ]  **other** (*e.g.* for private purposes) |
| **3. Subject of testing** |
| Type and description of sample(s): | Quantity: |
|   |  |
| Samples taken by: |
| Samples taken: [ ]  according to a programme [ ]  outside of programmes |
| Sampling procedure: [ ]  within an area of activity subject to legislation[ ]  other …………………………………………………………[ ]  undisclosed |
| Location of sampling site: |
| Date of sampling: |
| Sample mass\* (applicable to animals submitted for testing):\*if the mass is not given by the client, it will be estimated by the NVRI  |
| **4. Scope of testing** |
| **Test direction** | **Test parameter** | **Method** |
|  |  |  |
| **Test coming under the flexible scope of accreditation:**1. [An](http://An) up-to-date "Lists of accredited activities carried out within the flexible scope" are available on the Institute's website at www.piwet.pulawy.pl
2. If it is not possible to perform tests in accordance with the current "List of accredited activities carried out within the flexible scope" when the ordered test is not included in the "List of accredited activities carried out within the flexible scope", the ordering party may still have the NVRI conduct the testing with a method accredited under the flexible scope. This may take place under the condition that prior to the testing, the laboratory undertakes actions which confirm its technical competence to a level satisfactory for the assurance of the validity of test results and which permit the particular method to be entered onto the list.
3. When the above situation pertains, the time before results are provided may be prolonged and the fee for conducting the testing may be subject to change. The risk also attends this situation that despite endeavours to modify/ develop tests in the flexible scope of accreditation, the outcome of the NVRI’s actions may not meet the ordering party’s expectations and the laboratory may be unable to provide reliable test results reference to possessed accreditation/ may be unable to undertake the testing. In this case, individual agreements will be reached by the ordering party and the laboratory.

The client:[ ]  accepts these conditions [ ]  does not accept these conditions [ ]  not applicable  |
| **5. Information on the execution of the order**1. Provide quantitative test results with measurement uncertainty: [ ]  yes [ ]  no
2. Test mode: [ ]  standard [ ]  express
3. Language of test report: [ ]  Polish [ ]  English
4. Provision of test report: [ ]  by e-signed e-mail [ ]  in print\*- by registered mail to (address):

……………………………………………………………………………………………………………………………..\*each report in print (including duplicates and certificates) incurs a cost as detailed in the current price list 1. The ordering party consents to the conduct of the tests with the methods suggested by the laboratory and agrees to bear the costs associated with the methods

[ ]  yes [ ]  noTests are conducted with accredited methods or methods outwith the range of those accredited as available on the NVRI website www.piwet.pulawy.pl. |

**6. Additional terms and conditions:**

1. The ordering party states that they have been acquainted of the test methods employed by the conducting party and the relevant price list.
2. The ordering party has been notified that the results provided in the test report apply exclusively to the samples submitted for testing.
3. The administrator of the personal data is Państwowy Instytut Weterynaryjny - Państwowy Instytut Badawczy (NVRI), having its registered address at Al. Partyzantów 57, 24-100 Puławy, Poland, tel. +48 81 889 3000, fax +48 81 886 2595, e-mail: iod@piwet.pulawy.pl. Detailed information on the personal data processed for the execution of this agreement is available on the website www.piwet.pulawy.pl in the “About Us – GDPR” menu.
4. The conducting party will not provide test results to any third party without the express written consent of the ordering party, unless an obligation to do so exists under generally applicable laws.
5. The ordering party agrees to the use by the conducting party of the samples for testing and the use of the test results for scientific purposes, including for publication. Reproduction and presentation of test results for scientific purposes will only be permissible after their anonymisation.
6. The ordering party will only reproduce and present the test report in its entirety.
7. The ordering party is entitled to observe the conduct of the tests, provided the conducting party is able to ensure the safety and confidentiality of tests ordered by other parties. In consideration of the specific conditions prevailing in the PCL3 laboratories of the NVRI and for the maintenance of the required standards and measures for biological safety, the conducting party does not extend to the ordering party the right to observe tests conducted in PCL3 laboratories.
8. The ordering party may lodge complaints concerning the conduct of the tests with the secretary of the NVRI Director within 14 days of receipt of the test report.
9. The conducting party will return samples to the ordering party after the conclusion of testing only when it is reasonable to do so and by written request of the ordering party, and will do so only providing that the testing was of a non-destructive nature or retention of samples is enforced by law. Return of samples will be at the cost of the ordering party.
10. **Samples not accepted for tests are returned to the ordering party at the ordering party’s cost after prior notification from the NVRI.**
11. **If the ordering party declines to cover the cost of return carriage of samples to which point 10 applies, those samples will be disposed of by the NVRI and the cost of disposal will be covered by the ordering party in the amount stated in the price list.**
12. **When necropsies are ordered or entire animals are provided for tests, an additional charge is imposed for every kilogram of animal body weight which is to be disposed of as specified in the price list.**

**7. Payment**

1. The conducting party is entitled to remuneration for conducting the tests in an amount equal to the number of tested samples multiplied by the unit price per test as specified in the price list on the day of invoice issue.
2. The ordering party will make remittance to: BNP Paribas S.A. (Puławy Branch),

**IBAN 35 2030 0045 1110 0000 0053 1520** or at the cashier’s office at the NVRI within 14 days of the invoice date, except in the cases of tests to determine the level of antibodies to rabies virus or tests on ticks, for which full payment is required in advance.

In the case of performing tests at the Department of Foot-and-Mouth Disease in Zduńska Wola the ordering party will make remittance to: BNP Paribas S.A. **35 2030 0045 1110 0000 0283 7210 .** Invoices which go past their due dates will incur interest payable by the ordering party to the conducting party at the statutory interest rate or the statutory interest rate for commercial debts.\*

\* *statutory interest on arrears in commercial debts is incurred on past due amounts in commercial transactions as defined in the law enacted on 08/03/2013 on payment terms in commercial transactions (consolidated text published in the Journal of Laws of the Republic of Poland of 2019, item 118).*

**8. Completion time** (from the date of sample delivery): …………………………………………………………………………………………..

**9. Sample transportation details:**

[ ]  temperature ………………………………………………………………………………………

[ ]  packaging ………………………………………………………………………………………

[ ]  other observations with bearing or potentially with bearing on the validity of the testing to be carried out………………………………………………………………………………………………………

date and signature of staff member at the central sample reception point (CPP) in Puławy or the sample reception point at the Department of Foot-and-mouth Disease in Zduńska Wola:……………………………………………………………..

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| **10. Statement of conformity to a specification or standard\*:** [ ]  **yes** [ ]  **no**\* if neither answer is selected, the laboratory will conduct testing without a statement of conformity |

Decision rule:……………………………………………………………………………………………………………………

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**11. Appropriacy of the method selected by the ordering party for the intended application**:

[ ]  appropriate [ ]  inappropriate

**12. Remarks and additional arrangements with the ordering part:**

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| **Date and signature of the ordering party or its representative**…………………………………………………………………… |

Review of the order for testing (method identification), date and signature of the person carrying out the inspection)

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