

A. E. Lalonde Radiocarbon Laboratory

TERMS OF SERVICE

1. We are a LOW-BACKGROUND LABORATORY, free of any ENRICHED 14C MATERIAL. By submitting this form you warrant that your samples are free of any enriched 14C material. If elevated levels of 14C from these samples or the packaging they are sent in result in contamination of equipment or instrumentation requiring cleanup or replacement, **significant charges will be incurred.**

2. Submission: Please fill out the Cover Sheet (Tab 1) and Sample List (Tab 2) in the submission form to the best of your ability. Send an electronic copy of this submission form to radiocarbon@uottawa.ca **prior to shipping your samples.** Please also include a hard copy of the submission form with your samples. For more information on sample submission and shipping, please see our website: <http://ams.uottawa.ca/Radiocarbon/SampleSubmission.html>

3. Liability: The University of Ottawa specifically disclaims liability for any and all direct, indirect, special, consequential, exemplary or punitive damages, including but not limited to any interruption of business or lost profits arising out of or inability to use any product or service provided by the University of Ottawa. The University of Ottawa makes no warranties, express or implied, with respect to the product or service, including but not limited to any warranty or merchantability or fitness for any particular purpose or against infringement.

4. Ownership: Samples are not the property of the University of Ottawa and we assume no responsibility for any loss or damage to the samples. Unless specified that the samples are to be returned to the client, samples will be held for a period of six (6) months, after which time they will be discarded. A minimum fee of \$15 will be applied to return shipment; larger return shipments will be the responsibility of the client.

5. Pricing, invoicing, and terms of payment: The pricing schedule (Canadian non-profit or Other) is assigned based on the billing address listed on the cover sheet of this submission form and the pricing posted on our website at the time of submission. "Canadian Non-profit" is defined as a Canadian academic institution, Canadian Government agency, Registered Canadian non-profit organization, or Canadian Indigenous Group. For non-profit users, an invoice is issued upon delivery of the the results, and payment is required within 30 days. For Other users (Canadian commercial users, and non-Canadian users), payment is required prior to releasing results. A purchase order is required for submissions over \$5,000. For internal users (University of Ottawa users, or Ottawa-Carleton Geocience Centre members), payment **MUST** be made from a University of Ottawa FOAP, or (for OCGC members) a cheque or direct deposit from the institution.

6. Results: Upon successful completing of the analysis, we will provide the client with the results using the email address provided in this submission form. Results will not be released to any third party not listed on the submission form unless permission is granted by the original submitter.

7. Unforeseen Events/Force Majeure: We will not be liable or responsible for any failure to perform, or delay in performance, caused by events outside reasonable control.

8. Discounts: A 10% discount will be applied to a single submission of 10 samples or more, or a cumulative project of 10 samples or more where all 10 samples are processed at the same time (same accelerator run, or "wheel"). For fully trained outside users processing samples at the AEL-AMS laboratory, a 20% discount will be applied at the discretion of AEL-AMS staff.