

Research, Surveillance and Other Specialized Testing

PDS has a process to ensure that when clients have a research, surveillance, or other specialized testing request, PDS personnel will work with clients to identify specific requirements and ensure that the PDS laboratory can meet the client's needs. **Submit requests to Gloria Patry, PDS Director of Project Management and Stakeholder Relations** (gloria.patry@pds.usask.ca). Allow a **minimum of two weeks** for project development/price quote.

A **Special Project** is a client request which meets one or more of the following criteria:

1. Exceeds \$2000.00 in testing costs;
2. Customized pricing has been requested;
3. The test method is to be altered or new test to be developed as per client specifications;
4. The project samples will be delivered to the laboratory at different dates/times.

Based on the request, the appropriate PDS diagnostic and technical personnel are enlisted to work through the following details in consultation with the client.

1. If testing fits PDS' organizational mandate.
2. Which laboratory procedure is to be used or if an acceptable method is available for the required testing.
3. If equipment and material required for the protocol are available in the laboratory or if they can be purchased in time to meet the requirements of the requested testing.
4. Completion of a cost analysis.
5. Ensuring any technical training required for satisfactory performance of the procedure can be completed in time to satisfy the requirements of the requested testing.
6. If adequate numbers of technical staff are available to complete the testing within an acceptable turnaround time, in addition to performing previously mandated testing.
7. If subcontracting is required it will be documented.

The information will be used to provide a price estimate, including notes and assumptions.