



OSPHL Reduced Fees Request Template

Instructions:

Organizations requesting reduced or waived fees for tests performed by the Oregon State Public Health Laboratory (OSPHL) under OAR 333-024-2000(3) may use the letter below as a template.

The numbered information in the template is **required**. You may provide more details that you think may help OSPHL make a decision about your request. The table in #5 below, Testing Information, is a list of the tests for which the OSPHL offers a reduced rate.

Some testing is already paid for by grants, outbreak investigations, or because samples must be sent by law. Please note that this template is not needed to request no-cost testing for those purposes.

If you have questions, contact Sarah King, Client Services Coordinator, at 503-693-4124 or sarah.m.king@oha.oregon.gov.

Template:

[Copy and paste the template below to your letterhead.]

Oregon State Public Health Laboratory
Attn: Business Director, OSPHL
7202 NE Evergreen Pkwy., Suite 100
Hillsboro, Oregon 97124

I am writing to request reduced or waived fees for laboratory testing provided by the Oregon State Public Health Laboratory (OSPHL). By submitting this request, I understand that the decision to allow reduced or waived fees is subject to OAR 333-024-2000(3) and OSPHL may decide to approve all, a part of, or none of this request.

I am providing the following information for your consideration:

1. Organization Name: _____

2. Responsible Official (this person will receive OSPHL's response to the request):

(Print Name) (Phone)

(E-Mail Address)

3. Type of Organization: ☐ Public ☐ Private non-profit
4. Proof of non-profit status included: ☐ Yes ☐ No ☐ Not applicable
5. Request and Testing Information:

Test Name	OSPHL <u>Full</u> Rate	Requesting Reduced Rate	Requesting Fee Waiver	Number of Samples Per Year
Chlamydia / Gonorrhea (CT/GC)	\$67.54	☐	☐	
HIV-1/HIV-2 Antibody Screen or Confirmation	\$23.18	☐	☐	
QuantiFERON (QFT)	\$59.64	☐	☐	

Sincerely,

[Name]

[Position/Title]

[Contact information]