

AASHTO ACCREDITATION PROGRAM (AAP)



Laboratory Relocation Form

When a laboratory relocates to a new address, the laboratory is required to complete and submit this form along with all relevant records noted in Annex 1 of this form. If there were management personnel changes made due to the relocation, the laboratory is required to complete the **Change in Personnel Form** and submit it along with supporting documentation. If the laboratory experienced technician staffing changes due to the relocation that affect the accreditation capabilities of the laboratory, the laboratory is required to complete the supplement on certified personnel in this form. If there is a case of multi-site or off-site personnel that has not previously been approved, please complete and submit a copy of the **Multi-Site or Off-Site Personnel Form**. Once completed, the form(s) shall be uploaded into the open Accreditation Event for the laboratory relocation along with all relevant attachments.

Step 1. Review of Laboratory Contact Information

Please review the information on your laboratory's account on the AASHTO re:source website. Pay attention to the addresses, contacts, phone numbers, email addresses, website address, and login information that you use to access your account. If you notice that anything is not correct, please make the updates on the website. If there are any items that you cannot change on your own, please contact your Quality Analyst or info@ashtoresource.org. This is also a good time to make sure that you have established two contacts for accreditation notifications. The primary and secondary contacts will receive all accreditation-related emails.

By entering your name, you agree that you have reviewed the information regarding your laboratory's account and either confirmed that it is accurate or have notified our office to make the appropriate changes:

Signature of Technical Director:		Date:	
----------------------------------	--	-------	--

Step 2. Laboratory Name

If the name of your laboratory is different than the one listed on your laboratory's account on the AASHTO re:source website, please enter the new name of your laboratory below. If there are no changes to your laboratory name, please leave this entry on the form blank.

Please change our laboratory name to:	
---------------------------------------	--

If you are making any changes to the name, please attach a copy of the Secretary of State-issued business registration for the state in which the laboratory operates along with any registrations of trade names or fictitious names in which your laboratory operates.

Step 3. Laboratory Location

Please enter your new location below if the AASHTO re:source website is not already displaying the correct updated information. If your location is correct, please leave this entry on the form blank.

Street Address 1:			
Street Address 2:			
City:		Country:	
State:		Zip Code:	
Date of Relocation:			

Step 4. Testing Capabilities

If your testing capabilities have changed due to the move (ex. no longer have a moist curing facility), please indicate the changes below. If the laboratory experienced a change in certified personnel around the time of relocation, the supplemental form on testing personnel changes is required to be completed.

Step 5. Complications

If there are any complications (ex. difficulty with heating or cooling system) that you have or anticipate encountering during your laboratory move that may have an effect on your accreditation, please let us know below.

Step 6. Rights and Responsibilities

The AASHTO Accreditation Program publishes its Procedures Manual. This document describes the program's requirements and your laboratory's responsibilities. The following list summarizes some of the key components of your laboratory's rights, responsibilities, and requirements. By entering your name at the end of this document and submitting this form, you certify that you have read and agree to comply with items 1 through 13 listed below.

To become accredited and maintain accreditation, you must agree to comply with the following:

1. The laboratory must complete this document, sign and return it to AASHTO re:source along with required documentation.
2. The laboratory must comply with the requirements for accreditation, including those set forth in this document and the AAP Procedures Manual.
3. The laboratory may publicize their AAP accredited status in reports, stationery, and in business and trade publications. Advertising must accurately reflect the scope of the laboratory's accreditation and may not imply product certification.
4. The laboratory may use an appropriate AAP logo on letterhead, brochures, and test reports. Permission for use of the logo is limited to those cases that describe testing within the scope of the AAP accreditation.
5. If the laboratory has obtained work that requires AASHTO Accreditation, it must inform the client if there are any limitations in the scope of its accreditation as it pertains to the fulfillment of the client's testing needs prior to the performance of any testing. The laboratory must also clearly identify in the test report which test method(s), or portion of test method(s), are not included in the scope of the laboratory's AASHTO Accreditation for that project.
6. The laboratory must not use its accreditation in such a manner as to bring AAP into disrepute and must not make any

statement relevant to its accreditation which AAP may consider misleading or unauthorized.

7. The laboratory must return accreditation certificates to AAP and must discontinue advertising references to AAP accreditation when (a) accreditation has been revoked by AAP, (b) the laboratory voluntarily withdraws from participation in AAP, or (c) the laboratory becomes unable to conform to any of the criteria required for AAP accreditation.
8. The laboratory must notify AASHTO re:source in writing within 60 days of any major change which may affect the scope of the laboratory's accreditation. Major changes include, but are not limited to, changes in the laboratory's quality system, changes in the capability to perform tests for which the laboratory is accredited, changes in ownership, change of location (for permanent and temporary facilities), changes in managerial personnel, or changes to the facilities.
9. The laboratory must receive appropriate on-site assessments from AASHTO re:source and/or applicable 2nd parties (such as CCRL and USACE) at regularly scheduled intervals. If the laboratory desires AAP accreditation for compliance to ISO/IEC 17025, the laboratory must obtain AAP ISO/IEC 17025 audits at regularly scheduled intervals.
10. The laboratory must resolve all on-site assessment deficiencies and ISO audit nonconformities applicable to the laboratory's accreditation. The laboratory must provide AASHTO re:source with evidence and documentation describing the corrective actions taken within 90 days of the date of issuance of applicable 2nd party and/or AASHTO re:source final reports.
11. The laboratory must participate in the appropriate AASHTO re:source or CCRL proficiency sample programs which include the specific tests for which the laboratory desires accreditation.
12. The laboratory must authorize the release of any information needed to evaluate the laboratory, such as copies of applicable 2nd party assessment and proficiency sample reports, to the AASHTO re:source.
13. The laboratory must pay all applicable fees. The laboratory understands that invoices issued on April 1st of each year are for accreditation services rendered in the previous calendar year. Partial year fees are billed at the time of revocation or withdrawal of accreditation.

By entering my name, I certify that I have read and agree to comply with items 1 through 13 listed above.

Signature of Technical Director:		Date:	
----------------------------------	--	-------	--

If there is any other information you would like to mention, please mention it below:

Supplement to Laboratory Relocation Form

Certified Personnel Changes

Laboratory Supervisor(s)/Supervising Laboratory Technician:

The Laboratory Supervisor performs testing on a regular basis and provides supervision to newer or less experienced laboratory technicians. This person may have other duties and responsibilities within the laboratory as well. Completing this section and submitting copies of valid certifications along with the laboratory's detailed organization chart is required for maintaining accreditation for ASTM C1077, D3740, D3666, and E329.

Name:			
Position Title:		Years of Experience:	
Email Address:		Phone Number:	
Scope of Supervision:			

Is this person a full-time employee at this laboratory location?	
--	--

If this person supervises staff over multiple locations or is not exclusively stationed at this location, please complete and submit a copy of submit the **Multi-Site or Off-Site Personnel Form**.

Name:			
Position Title:		Years of Experience:	
Email Address:		Phone Number:	
Scope of Supervision:			

Is this person a full-time employee at this laboratory location?	
--	--

If this person supervises staff over multiple locations or is not exclusively stationed at this location, please complete and submit a copy of submit the **Multi-Site or Off-Site Personnel Form**.

Laboratory Testing Technician(s):

Completing this section and submitting copies of valid certifications along with the laboratory's detailed organization chart is required for maintaining accreditation for ASTM C1077, D3740, D3666, and E329.

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Field Supervisor(s)/Supervising Field Technician(s):

The Supervising Field Technician performs field testing on a regular basis and provides supervision to newer or less experienced field technicians. This person may have other duties and responsibilities within the laboratory as well. Completing this section and submitting copies of valid certifications along with the laboratory's detailed organization chart is required for maintaining accreditation for ASTM C1077, D3740, D3666, and E329.

Name:			
Position Title:		Years of Experience:	
Email Address:		Phone Number:	
Scope of Supervision:			

Is this person a full-time employee at this laboratory location?	
--	--

If this person supervises staff over multiple locations or is not exclusively stationed at this location, please complete and submit a copy of submit the **Multi-Site or Off-Site Personnel Form**.

Name:			
Position Title:		Years of Experience:	
Email Address:		Phone Number:	
Scope of Supervision:			

Is this person a full-time employee at this laboratory location?	
--	--

If this person supervises staff over multiple locations or is not exclusively stationed at this location, please complete and submit a copy of submit the **Multi-Site or Off-Site Personnel Form**.

Field Technician(s):

The Field Technician(s) performs field testing on a regular basis and provides supervision to newer or less experienced field technicians. This person may have other duties and responsibilities within the laboratory as well. Completing this section and submitting copies of valid certifications along with the laboratory's detailed organization chart is required for maintaining accreditation for ASTM C1077, D3740, D3666, and E329.

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Name:			
Scope of Testing:		Years of Experience:	

Summary of Documents that are required to be included along with this supplemental form:

- All applicable photos, diagrams, calibration records, standardization records, and check records identified in the Annex 1 that is applicable to the scope of the laboratory's accreditation.
- A letter of explanation about any significant staffing changes, shared equipment, or contracting situations (if applicable)
- The completed supplement at the end of this form along with supporting documentation (if applicable)
- Certifications for staff identified in the supplement at the end of the this form (if applicable)
- A completed Change in Personnel Form (if applicable)
- A completed Multi-Site or Off-Site Personnel Form (if applicable)
- The Secretary of State-issued business registration and that of any trade of fictitious name in which your laboratory operates (if applicable)

Annex 1

List of required supporting evidence for equipment for common scopes of accreditation (Additional information may be requested by your Quality Analyst)

General Requirements:

1. Evidence that your laboratory has methods of maintaining lab/testing in range 60-85 F (AC, heating, insulation) AAP manual 3.5.14
 - 1.1. Tighter temperature requirements:
 - 1.1.1. ASTM C109 Section 7.1 Temperature—The temperature of the air in the vicinity of the mixing slab, the dry materials, molds, base plates, and mixing bowl, shall be maintained between 73.5 ± 5.5 °F or $[23.0 \pm 3.0$ °C]. The temperature of the mixing water, moist closet or moist room, and water in the storage tank shall be set at 73.5 ± 3.5 °F or $[23 \pm 2$ °C].
 - 1.1.2. ISSA TB-109 Procedure: 6.1 Temperature is maintained at 72 ± 5 °F (22 ± 3 °C) unless otherwise specified or noted.
 - 1.1.3. ASTM D3910 (Set time test) Section 6.2.2 test done at 25 ± 1 °C
 - 1.1.4. ASTM D5801 Toughness and Tenacity test, test done at room temp of 25 ± 3 C (77 ± 5 F)
 - 1.1.5. AASHTO T166 and AASHTO T275 Room Temperature 25 ± 5 C (77 ± 9 F)
 - 1.1.6. AASHTO T176/ ASTM D2419 temp of solution is 22 ± 3 C (72 ± 5 F)
 - 1.1.7. AASHTO T135/ ASTM D559 and AASHTO T136/ ASTM D560 Moist Room or covered container maintains 21 ± 1.7 C (± 2 ASTM)
 - 1.1.8. AASHTO T216/ASTM D2435 Testing environment fluctuates less than ± 4 C AASHTO (ASTM fluctuates less than ± 2 C and test conducted in range of 22 ± 5 C)
 - 1.1.9. AASHTO T296 and AASHTO T297/ ASTM D4767 Testing environment where temperature fluctuations are less than ± 4 C (± 7.2 F)
 - 1.1.10. ASTM D4546 Environment—Unless otherwise specified by the requesting agency, the standard test temperature shall be in the range of 22 ± 5 °C. In addition, the temperature of the consolidometer, test specimen, and submersion reservoir shall not vary more than ± 2 °C throughout the duration of the test. Normally, this control is accomplished by performing the test in a room with a relatively constant temperature. If such a room is not available, the apparatus shall be placed in an insulated chamber or other device that maintains the temperature within the tolerance specified above.
 - 1.1.11. ASTM D5084 Temperature Maintaining Device—The temperature of the permeameter, test specimen, and reservoir of permeant liquid shall not vary more than ± 3 °C or ± 6 °F or better. Normally, this is accomplished by performing the test in a room with a relatively constant temperature. If such a room is not available, the apparatus shall be placed in a water bath, insulated chamber, or other device that maintains a temperature within the tolerance specified above. The temperature shall be periodically measured and recorded
 - 1.1.12. ASTM D7928 Temperature Maintaining Device—Unless otherwise specified by the requesting agency, the standard test temperature shall be in the range of 22 ± 5 °C. In addition, the temperature of the soil suspension shall not vary more than ± 2 °C. Normally, this temperature maintenance is accomplished by performing the test in a room with a relatively constant temperature. If such a room is not available, the cylinders shall be placed in an automatically temperature controlled insulated chamber or water bath that maintains a temperature within the tolerance specified above.
 2. Evidence that your laboratory has running water and wash (sink) setup
 3. Evidence that your laboratory has a working fume hood (where applicable):
 - 3.1. ASTM C123 Section 6.1.4 - Fume hood (or outdoors....) for heavy organic liquids -chlorinated or brominated organic compound mixtures (Zinc chloride and zinc bromide do not require a hood)
 - 3.2. AASHTO T164/ ASTM D2172
 - 3.3. ASTM D5404 Rotavapor
 - 3.4. ASTM D7906 Rotavapor
 - 3.5. AASHTO T231/ ASTM C617
 4. Submit pictures of exterior of building (free from vibrations)
 5. Submit pictures of the interior of the laboratory to ensure there is adequate space for testing
 6. Evidence of adequate lighting throughout the laboratory and pictures showing that testing is not performed in direct sunlight (where applicable):

- 6.1. AASHTO T176/ASTM D2419
- 6.2. AASHTO T296
- 6.3. AASHTO T297/ ASTM D4767
- 6.4. AASHTO T216/ ASTM D2435
- 6.5. ASTM D4546
7. Evidence that your laboratory has humidity controls (where applicable):
 - 7.1. ASTM C109 Section 7.2 Humidity—The relative humidity of the laboratory shall be not less than 50 %.
 - 7.2. ASTM D3910 (Set time test) 50 ± 5 % relative humidity (The lab should be monitoring the environmental conditions of the sample setting area).
 - 7.3. AASHTO T135/ ASTM D559 and AASHTO T136/ASTM D560 100% relative humidity for moist room for covered container
 - 7.4. AASHTO T236/ ASTM D3080
 - 7.4.1. AASHTO T236: *Moisture Room*—For storing samples as well as for preparing samples where moisture loss during preparation does not exceed 0.5 percent.
 - 7.4.2. ASTM D3080: Controlled High Humidity Environment—if required, for preparing specimens, such that water content gain or loss during specimen preparation is minimized.
 - 7.5. ASTM D2850 Prepare trimmed specimens, in an environment such as a controlled high-humidity room where soil water content change is minimized.
8. Submit standardization records for all laboratory balances showing that they have been standardized in the new location.

Aggregate Requirements:

1. AASHTO T11/ASTM C117: Please submit photographic evidence washing capabilities.
2. AASHTO T85/ASTM C127: Please submit photos of the water bath and balance set up.

Asphalt Mixture Requirements:

1. AASHTO T166/ASTM D2726
 - 1.1. Please submit a photo of the water bath and balance set up.
2. AASHTO T308/ASTM D6307
 - 2.1. Please submit calibration records for the ignition oven balance.
3. AASHTO T312/ASTM D6925
 - 3.1. Please submit calibration records for the Superpave gyratory compactor.
4. AASTHO R68/ASTM D6926
 - 4.1. If using a mechanical compactor, please submit comparison records for the mechanical and manual compactor.
5. AASHTO T245/ASTM D6927
 - 5.1. Please submit a photo of the water bath (please ensure the compression machine is included in the picture).
 - 5.2. Please submit calibration records for the load cell.
 - 5.3. If a pine compression machine is being used, please submit the spring calibration record.

Concrete Requirements:

1. AASHTO T22/ ASTM C39
 - 1.1. Please submit standardizations records for the compression machine used for C39.
2. AASHTO M201/ASTM C511
 - 2.1. Please submit photos of your lab's C511 setup.
 - 2.2. Please submit most current 3 weeks of evaluated temperature recorder data.
 - 2.3. Please submit evidence of automatic temperature control in moist room/ water tank (heating and cooling).

Soil Requirements:

1. AASHTO T99 and T180/ASTM D698 and D1557
 - 1.1. Please submit a standardization record for the mechanical proctor performed according to D2168.