

1. Background and Rationale

- 1.1. In order to provide an alternative method of accreditation during the period in which on-site assessments are temporarily suspended, AASHTO re:source is conducting remote assessments.
- 1.2. This policy is intended to replace both normal in-sequence on-site assessments and out of sequence on-site assessments (including supplemental and surveillance assessments) as required by the [AASHTO Accreditation Procedures Manual](#) during the period in which on-site assessments are temporarily suspended.
- 1.3. This policy is only for remote assessments through AASHTO re:source that cover the testing scopes of aggregate, asphalt binder, asphalt mixture, emulsified asphalt, iron and steel, pavement preservation, rock, soil, and sprayed fire-resistive material. This policy is not applicable to the Cement and Concrete Reference Laboratory (CCRL). For information on CCRL visit www.ccrl.us or email them at ccrl@astm.org.

2. Terminology

- 2.1. *new laboratories / initial accreditation* – laboratories that need AASHTO accreditation for the first time.
- 2.2. *new laboratories / assessment only (no accreditation)* – laboratories that are new customers and are required to receive an assessment, but not accreditation, through AASHTO.
NOTE 1 – Examples include the Hands-On Local Acceptance (HOLA) Program in Pennsylvania and West Virginia assessments.
- 2.3. *in-sequence assessments / currently accredited* – laboratories that are currently accredited and need an in-sequence assessment to maintain accreditation.
- 2.4. *in-sequence assessments / assessment only (no accreditation)* – laboratories that are required to receive an assessment, but not accreditation, through AASHTO.
NOTE 2 – Examples include the Hands-On Local Acceptance (HOLA) Program in Pennsylvania and West Virginia assessments.
- 2.5. *supplement assessment* – laboratories that need to add test methods to their current AASHTO accreditation scope.
- 2.6. *surveillance B assessment* – laboratories that need an assessment in order to have their accreditation reinstated.
- 2.7. *test reports* – the final communication that is sent to an external source to summarize the results of testing.

3. Laboratory Eligibility Requirements

- 3.1. In order to be eligible for a remote assessment, the laboratory must be in good standing with AASHTO re:source and/or the AASHTO Accreditation Program. This includes, but is not limited to:
 - 3.1.1. No recent history of falsified records or other ethical violations as defined in the [AASHTO Accreditation Program Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).
 - 3.1.2. No recent history of non-payment concerns and/or overdue invoices.
 - 3.1.3. The laboratory must agree to the terms of the [Remote Assessment Laboratory Rights and Responsibilities](#) document.

4. Technology Requirements

- 4.1. The laboratory shall have access to adequate equipment and resources with which to live stream the assessment. The video and sound need to be of sufficient quality that the details of the test procedures and equipment details are clear.
- 4.2. **Wi-Fi and/or Cellular Service:** The laboratory shall have reliable Wi-Fi and/or cellular service throughout all areas in the building that testing will be conducted.

- 4.3. **Software Requirements:** The laboratory shall download [ZOOM Software](#) on all computers, tablets, and phones that will be used during the remote assessment.
- NOTE 3** – If your organization does not allow the use of ZOOM, other software, such as Microsoft Teams and Skype are available for use.

5. Application Process

5.1. New Laboratories / Initial Accreditation

- 5.1.1. [Register for an AASHTO re:source online account.](#)
- 5.1.1.1. To register, complete the [Registration Request Form](#). An Access Code and Passkey will then be issued and the user will be able to create a unique login associated with their email address and a password of their choosing.
- 5.1.2. Request an assessment:
- 5.1.2.1. Login to the [AASHTO re:source website](#), click [Request an Assessment](#), and select the desired quality system standard(s) and test method(s) (Steps 2 and 3).
- 5.1.2.2. Select the box to “Request an Out-of-Sequence assessment” (Step 4).
- 5.1.2.3. Choose the desired assessment date.
- 5.1.2.4. Submit the request.
- 5.1.3. Submit the required documents and records as described on the [Remote Assessment page](#) to the Pre-Assessment page on the AASHTO re:source website. The remote assessment will not be scheduled until all of the documentation required on the [Remote Assessment page](#) is uploaded, including the following:
- 5.1.3.1. [Technician Matrix](#)
- 5.1.3.2. All of the documents described in the [Remote Assessment AASHTO R 18 Required Documents and Records List](#).
- 5.1.4. If the laboratory is seeking accreditation for any of the following ASTM Quality System Standards submit the following documents as applicable.
- 5.1.4.1. [Remote Assessment C1077 Required Document and Records](#)
- 5.1.4.2. [Remote Assessment D3666 Required Documents and Records](#)
- 5.1.4.3. [Remote Assessment D3740 Required Documents and Records](#)
- 5.1.4.4. [Remote Assessment E329 Required Documents and Records](#)
- 5.1.5. Enroll in the applicable Proficiency Sample Program(s).

5.2. New Laboratories / Assessment Only (No Accreditation)

- 5.2.1. [Register for an AASHTO re:source online account.](#)
- 5.2.1.1. To register, complete the [Registration Request Form](#). An Access Code and Passkey will then be issued and the user will be able to create a unique login associated with their email address and a password of their choosing.
- 5.2.2. Request an assessment:
- 5.2.2.1. Login to the [AASHTO re:source website](#), click [Request an Assessment](#), and select the desired test method(s) (Step 3).
- 5.2.2.2. Select the box to “Request an Out-of-Sequence assessment” (Step 4).
- 5.2.2.3. Choose the desired assessment date.
- 5.2.2.4. Submit the request.
- 5.2.3. Submit the required documents and records as described on the [Remote Assessment page](#) to the Pre-Assessment page on the AASHTO re:source website. The remote assessment will not be scheduled until the following documentation is uploaded:
- 5.2.3.1. [Technician Matrix](#)
- 5.2.4. It is recommended that in addition to the required documents described in Section 5.2.3, that the following documents be submitted prior to the assessment:
- 5.2.4.1. Calibration, standardization, and check records for a test methods that will be covered during the assessment that have specific requirements contained in the test method (Example: AASHTO T 312, Standard Method of Test for Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyrotory Compactor) .

5.3. In-Sequence Assessments / Currently Accredited

- 5.3.1. When notified to do so by AASHTO re:source, request an assessment.
 - 5.3.1.1. Login to the [AASHTO re:source website](#), click [Request an Assessment](#), and select the desired quality system standard(s) and test method(s) (Steps 2 and 3).
 - 5.3.1.2. Submit the request.
 - 5.3.1.3. Failure to submit a request in the time frame requested may result in an out-of-sequence assessment, additional assessment fees, and accreditation action. Please see the [AASHTO Accreditation Program Policy and Guidance on Requesting and Receiving In-Sequence Assessments from AASHTO re:source](#) for more information.
- 5.3.2. Submit the required documents and records as described on the [Remote Assessment page](#) to the Pre-Assessment page on the AASHTO re:source website. The remote assessment will not be scheduled until the following documentation is uploaded:
 - 5.3.2.1. [Technician Matrix](#)
- 5.3.3. In addition to the documents required in Section 5.3.2, it is highly recommended that all of the documents described in the [Remote Assessment AASHTO R 18 Required Documents and Records List](#) be submitted in order to expedite and reduce the cost of the remote of assessment. If your laboratory is seeking or maintaining accreditation for any of the following ASTM Quality System Standards it is also recommended that all of the documents described in the lists below be submitted as well:
 - 5.3.3.1. [Remote Assessment C1077 Required Document and Records](#)
 - 5.3.3.2. [Remote Assessment D3666 Required Documents and Records](#)
 - 5.3.3.3. [Remote Assessment D3740 Required Documents and Records](#)
 - 5.3.3.4. [Remote Assessment E329 Required Documents and Records](#)
- 5.3.4. If new test methods are added to your accreditation scope during this assessment tour, enroll in Proficiency Sample Program(s), as applicable.

5.4. In-Sequence Assessments / No Accreditation (Assessment Only)

- 5.4.1. When notified to do so by AASHTO re:source, request an assessment.
 - 5.4.1.1. Login to the [AASHTO re:source website](#), click [Request an Assessment](#), and select the desired test method(s) (Step 3).
 - 5.4.1.2. Submit the request.
- 5.4.2. Submit the required documents and records as described on the [Remote Assessment page](#) to the Pre-Assessment page on the AASHTO re:source website. The remote assessment will not be scheduled until the following documentation is uploaded:
 - 5.4.2.1. [Technician Matrix](#)
- 5.4.3. It is recommended that in addition to the required documents described in Section 5.2.3, that the following documents be submitted prior to the assessment:
 - 5.4.3.1. Calibration, standardization, and check records for a test methods that will be covered during the assessment that have specific requirements contained in the test method (Example: AASHTO T 312, Standard Method of Test for Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyrotory Compactor) .

5.5. Supplemental Assessment

- 5.5.1. Request an assessment:
 - 5.5.1.1. Login to the [AASHTO re:source website](#), click [Request an Assessment](#), and select the desired quality system standard(s) and test method(s) (Steps 2 and 3).
 - 5.5.1.2. Select the box to “Request an Out-of-Sequence assessment” (Step 4).
 - 5.5.1.3. Choose the desired assessment date.
 - 5.5.1.4. Submit the request.
- 5.5.2. Submit the required documents and records as described on the [Remote Assessment page](#) to the Pre-Assessment page on the AASHTO re:source website. The remote assessment will not be scheduled until the following documentation is uploaded:
 - 5.5.2.1. [Technician Matrix](#)

- 5.5.3. In addition to the records required by Section 5.5.2, it is recommended that the following documents be submitted prior to the assessment in order to expedite the process and reduce costs:
 - 5.5.3.1. Records of training and competency evaluations for the test methods that that is being added to the scope of accreditation
 - 5.5.3.2. Written procedures for training and competency evaluations
 - 5.5.3.3. Records of equipment calibration, standardization, and check for each piece of equipment required for the test methods requested (see Tables in [Remote Assessment AASHTO R 18 Required Documents and Records List](#) for details)
 - 5.5.3.4. Written procedures for in-house equipment calibrations, standardizations, checks, and maintenance for each piece of equipment required for the test methods requested
 - 5.5.3.5. Test reports for each test method requested
- 5.5.4. Enroll in the applicable Proficiency Sample Program(s).

5.6. Surveillance B Assessment

- 5.6.1. Request an assessment:
 - 5.6.1.1. Login to the [AASHTO re:source website](#), click [Request an Assessment](#), and select the desired quality system standard(s) and test method(s) (Steps 2 and 3).
 - 5.6.1.2. Select the box to “Request an Out-of-Sequence assessment” (Step 4).
 - 5.6.1.3. Choose the desired assessment date.
 - 5.6.1.4. Submit the request.
- 5.6.2. Submit the required documents and records as described on the [Remote Assessment page](#) to the Pre-Assessment page on the AASHTO re:source website. The remote assessment will not be scheduled until the following documentation is uploaded:
 - 5.6.2.1. [Technician Matrix](#)
 - 5.6.2.2. All other documentation requested by the AASHTO Accreditation Program or AASHTO re:source representative

6. Scheduling Process

- 6.1. A representative of AASHTO re:source shall review the laboratory’s list of requested test methods and/or quality system standards, and confirm that the laboratory has uploaded all of the required documentation.
- 6.2. Scheduling will not take place until all requested documentation has been successfully uploaded.
- 6.3. Laboratories will be sent an email confirming the date of their assessment. In-sequence laboratories will typically receive the date of their assessment 4-6 weeks prior to the start date.
- 6.4. The representative shall contact the laboratory and schedule a one-hour **Pre-Assessment Dry Run** (see below) to be conducted via ZOOM.

7. Pre-Assessment Dry Run

- 7.1. An AASHTO re:source assessor shall call the laboratory at the appointed time via ZOOM, or other agreed-upon software.
- 7.2. **Tour of Facility:** The laboratory representative shall conduct a remote tour in order to ensure the reliability of the Wi-Fi and/or cellular service throughout the entire facility.
NOTE 4 – A tablet or smartphone is recommended for the tour.
- 7.3. **Proposed Testing Schedule:** The assessor shall discuss the proposed testing schedule and confirm which technicians will be perform each test method. Any scheduling conflicts shall be addressed during this time. The assessment shall be scheduled in approximately two (2) hour increments, followed by short breaks.
- 7.4. If the video and sound quality are deemed sufficient in all areas of the laboratory, the assessor will schedule the remote assessment and send a finalized Assessment Agenda to the laboratory.

8. Assessment Process

- 8.1. **Opening Meeting:** The assessor shall conduct a brief opening meeting to discuss the purpose of the assessment and accreditation criteria (if applicable), scope of the assessment, and the assessment schedule.
- NOTE 5** – It is recommended that the laboratory manager, quality manager, and all technicians involved in the assessment are present during the opening meeting.
- 8.2. **Test Method Procedures:** The laboratory shall be prepared to demonstrate the entirety of the requested test method procedures. All samples used for demonstration shall be prepared prior to the assessment using the [Assessment Prep Sheets](#).
- 8.2.1. In general, the camera must be positioned to keep as much of the technician and testing procedure in view as possible.
- 8.2.2. If there is a specific view or event that must be captured, the assessor shall communicate that with the laboratory technician prior to beginning the test method.
- NOTE 6** – Examples of specific views and events include things like thermometer and pressure gauge readings and compression machine load and/or rate measurements.
- 8.3. **Checking Equipment:** Depending on the testing scope, the laboratory is required to demonstrate checking the equipment in **Table 1** during the remote assessment. The assessor reserves the right to choose specific laboratory personnel to check the equipment. This pertains only to equipment that is calibrated, standardized, or checked by the laboratory in-house.
- 8.4. **Video or Audio Recording of Remote Assessment:** No video or audio recording of any portion of the assessment by AASHTO, by the laboratory, or by any other party involved in the assessment will be permitted.

Test Method	Designation(s)	Equipment
Cleveland Flash (COC)	AASHTO T 48 / ASTM D92	Cup dimensions
Penetration	AASHTO T 49 / ASTM D5	Mass of the spindle and weights
Ductility	AASHTO T 51 / ASTM D113	Dimensions of the molds
Tag Open Flash	AASHTO T 79 / ASTM D3143	Cup dimensions and weight
Specific Gravity	AASHTO T 228 / ASTM D70	Pycnometer condition and dimensions
Rolling Thin-Film Oven Test	AASHTO T 240 / ASTM D2872	RTFO bottles, rotation speed, and air jet
Force Ductility	AASHTO T 300	Dimensions of the molds
Elastic Recovery	AASHTO T 301 / ASTM D6084	Dimensions of the molds
Bending Beam Rheometer (BBR)	AASHTO T 313 / ASTM D6648	Dimensions of the end pieces
Toughness and Tenacity	ASTM D5801	Dimensions of spiders
Sweep Test	ASTM D7000	Weight and length of brush head
Wet Track Abrasion of Slurry Surfacing Systems	ISSA TB-100 / ASTM D3910 / ASTM D6372	Diameter of the hose
Measurement of Slurry Seal Consistency (Cone Consistency)	TB-106 / D3910	Dimensions of the test plate (D3910 only)
Set and Cure Development of Slurry by Cohesion Tester	TB-139 / D3910 / D6372	Dimensions of the molds
Preparation of Asphalt Mixtures by Marshall Apparatus	AASHTO R 68 / ASTM D6926	Dimensions of the molds
Compressive Strength of Hot Mix Asphalt	AASHTO T 167 / ASTM D1074	Dimensions of the molds, plungers, and supports
California Kneading Compactor	AASHTO T 247 / ASTM D1561	Dimensions of the molds
Liquid Limit	AASHTO T 89 / ASTM D4318	Dimensions of the grooving tool, wear spot, and thickness of the rim
Moisture-Density (Standard Proctor)	AASHTO T 99 / ASTM D698	Dimensions of the molds and hammers
Moisture-Density (Modified Proctor)	AASHTO T 180 / ASTM D1557	Dimensions of the molds and hammers
Resistance R-Value	AASHTO T 190 / ASTM D2844	Dimensions of the molds
California Bearing Ratio (CBR)	AASHTO T 193 / ASTM D1883	Dimensions of the molds
Direct Shear	AASHTO T 236 / ASTM D3080	Mass and diameter of the top box (D3080 only)
Unconsolidated, Undrained Triaxial Compression (UU)	AASHTO T 296 / ASTM D2850	Mass of the cap
Consolidated, Undrained Triaxial Compression (CU)	AASHTO T 297 / ASTM D4767	Mass of the cap
Expansion Index of Soils	ASTM D4829	Dimensions of the molds and rings
Limerock Bearing Ratio (LBR)	Florida FM1-T180	Dimensions of molds and hammers
Moisture-Density Relationship of Base Materials (Texas)	Texas Tex-113-E	Dimensions of molds and hammers
Unit Weight of Aggregate	AASHTO T 19 / ASTM C29	Condition of the measures
LA Abrasion	AASHTO T 96 / ASTM C131	Mass and dimensions of spheres
Sand Equivalent	AASHTO T 176 / ASTM D2419	Height of the shelf
Aggregate Durability Index	AASHTO T 210 / ASTM D3744	Height of the shelf
Micro-Deval (Coarse Aggregate)	AASHTO T 327 / ASTM D6928	Dimensions of spheres
LA Abrasion (Large-Size Aggregate)	ASTM C535	Mass and dimensions of spheres
Micro-Deval (Fine Aggregate)	ASTM D7428	Dimensions of spheres
Bend Test	AASHTO M 336 / ASTM A1064, AASHTO M 31-T 285 / ASTM A615-E290, AASHTO M 284 / ASTM A775, ASTM A970, ASTM A970-A370	Diameter of the pins

Table 1: Equipment that the laboratory personnel must check during the remote assessment.

- 8.5. **Test Records:** Depending on the scope of the assessment, the laboratory may be required to share records and data sheets during the remote assessment.
- 8.6. **Assessment time:** In order to reduce fatigue on the parts of both the laboratory personnel and the assessor, the assessment shall be conducted in approximately two (2) hour increments, followed by a short break.
- 8.7. **Immediate Termination of the Assessment**
 - 8.7.1. Severe cases of misrepresentation of the laboratory testing facilities, personnel, equipment, records, or facilities may lead to the immediate termination of the assessment and/or refusal of service (see the [AASHTO Accreditation Program Procedures Manual](#) and [Remote Assessment Agreement Laboratory Rights and Responsibilities](#)). This shall be done at the discretion of the assessor conducting the assessment.
 - 8.7.2. In the event that the remote assessment is discontinued before its completion, the laboratory will still be invoiced for the base fee and billable hours of assessment time.
- 8.8. **Preliminary Report and Closing Meeting:** The assessor shall share the preliminary report with the laboratory and conduct a brief meeting to discuss any findings noted during the assessment.

9. Post-Assessment Process

- 9.1. The laboratory shall receive an email notification that the final report is ready to view, and nonconformities may be responded to at this time.
- 9.2. The laboratory shall be invoiced for the remote assessment.
- 9.3. New laboratories that receive a remote assessment as their initial assessment shall receive an abbreviated on-site assessment in approximately one year.

10. Remote Assessment Fees

- 10.1. See [LAP Fees](#) for the information on the remote assessment fees.

11. Resources

- 11.1. [The AASHTO Accreditation Program Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#)
- 11.2. [Remote Assessment page](#)
- 11.3. [AASHTO re:source Remote Assessment Documentation Guide](#)
- 11.4. [Assessment Prep Lists](#)