

AASHTO ACCREDITATION PROGRAM (AAP)

Request for Extension of Accreditation to a Temporary Facility Form



This form is to be completed by laboratories that are interested in extending accreditation from a main facility to a temporary project-specific facility for up to 12 months.

Once completed, the form shall be submitted along with all relevant attachments to aap@ashtoresource.org. Once the form and all supporting documentation have been reviewed by the AAP Manager, the laboratory will be notified regarding whether it is eligible to proceed with the process or if the laboratory will be required to go through the full accreditation process as is described in Section 4 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

If the laboratory is eligible to extend its accreditation to a temporary facility, it will be required to submit all documentation outlined in Section 2 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#) and the [AASHTO Accreditation Policy and Guidance on Temporary Laboratories](#).

Step 1. Laboratory Name

Please enter the legal name of your company as recognized by the Secretary of State for the state in which your temporary site facility laboratory exists.

Laboratory Name:	
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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 2. Main Facility Location

Enter in the current location of the main facility that is AASHTO accredited for the testing being conducted at the temporary facility.

Street Address 1:			
Street Address 2:			
City:		Country:	
State:		Zip Code:	

Step 3. Temporary Facility Location

Enter in the location of the temporary facility the laboratory is seeking an extension of accreditation for.

Street Address 1:			
Street Address 2:			
City:		Country:	
State:		Zip Code:	

Step 4. Management

Please identify the Technical Manager who will provide technical direction to this temporary laboratory. If this individual is a professional engineer, you must enter the information regarding the license. The biographical sketch for the Technical Manager is required to be included with the submittal of this form.

Technical Director:			
Position Title:		Years of Experience:	
Email Address:		Phone Number:	
PE license / State*:		Expiration Date:	

* If applicable: The Technical Director is required to hold a valid PE license for accreditation of certain standards.

Is this person a full-time employee at this laboratory location?	
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If this person is responsible for the technical oversight of multiple locations or is not exclusively stationed at this location, please complete and submit the **Multi-Site or Off-Site Personnel Form**.

Step 5. Technical Operational Personnel

Laboratory Supervisor(s)/Supervising Laboratory Technician:

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

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

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):

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

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

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:	

Step 6. Quality Management System Standards

Please select each accredited Quality Management System standard you would like to extend to the temporary facility. The main facility must have accreditation for the quality management system standards you wish to extend to the temporary facility.

	C1077 (Aggregate)		C1077 (Concrete)		C1093 (Masonry)
	D3666 (Aggregate)		D3666 (Asphalt Binder)		D3666 (Asphalt Mixture)
	C1222 (Cement)		D3666 (Emulsified Asphalt)		D3740 (Soil)
	E329 (Aggregate)		E329 (Asphalt Binder)		E329 (Asphalt Mixture)
	E329 (Concrete)		E329 (Emulsified Asphalt)		E329 (Masonry)
	E329 (Soil)		E329 (SFRM)		E329 (Steel Inspection)

Step 7. Organizational Chart

Please attach a copy of the main facility’s and the temporary facility’s organizational charts. Be sure that they are current and include the names and positions of all technical operational personnel that will be working at the temporary facility. For shared personnel situations at the supervisor or technician level, complete the supplement at the end of this form and include any certifications where relevant.

Step 8. Project Contract

Please attach a copy of the project contract. The contract should include confirmation that the contract is no longer than 12 months.

Step 9. Test Methods

Please enter in each accredited test methods you would like to extend to the temporary facility. The main facility must have accreditation for the test methods you wish to extend to the temporary facility. If you would like to extend accreditation of all test methods, please enter “all” next to the applicable scope of testing.

Aggregate:	
Asphalt Binder:	
Asphalt Mixture:	
Cement- Physical Tests:	
Cementitious Material – Chemical Tests:	
Concrete:	
Emulsified Asphalt:	
Iron and Steel:	
Masonry:	

Pavement Preservation:	
Pozzolan:	
Rock:	
Soil:	
Sprayed Fire-Resistive Material:	

Step 10. Miscellaneous Issues

If there are any situations which you feel may be unique to your situation, please attach an explanation of these situations.

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

- Information about the Manager of Inspection / Testing Services such as years of experience, title, contact information, and professional engineer's license details (if applicable).
- The main facility's and temporary facility's organizational chart including the names and positions of all technical operational staff
- Relevant certifications for personnel identified in this form (if applicable)
- If identifying a manager as technician level personnel, evidence of management acting in this capacity such as multiple test records showing the identified management as the testing technician who performed tests that are included in the proposed scope of the laboratory's accreditation (if applicable)
- The project contract including the name, location, and dates of the contract
- A letter of explanation about any shared staffing, shared equipment, contracting situations, or other situations which you feel may be unique to your situation/laboratory (if applicable)
- All supporting equipment records and evidence listed in this document for the relevant tests.

Supplement to Request for Extension of Accreditation to a Temporary Facility Form

List of Supporting Evidence for Equipment for Common Scopes of Accreditation.

Aggregate

AASHTO T11/ASTM C117

1. Please submit photographic evidence washing capabilities.
2. Please submit photo for their #200 sieve and verification record.
3. Please submit standardization record for the drying oven.

AASHTO T27/ASTM C136

1. Please submit sieving sufficiency records for the aggregate the laboratory tests.
2. Please submit verification records for the coarse and fine sieves.

AASHTO T85/ASTM C127

1. Please submit photos of the water bath and balance set up.
2. Please submit a photo and standardization record for the testing thermometer

AASHTO T84/ASTM C128

1. Please submit standardization records for the pycnometer.
2. Please submit verification records for the cone and tamper.
3. Please submit a standardization record for the testing thermometer.

ASTM C1077 (Aggregate), D3666 (Aggregate), and E329 (Aggregate)

1. Please submit aggregate certifications for all concrete technicians and supervisors.
2. Please submit evidence that the lab's manager is a professional engineer.

Asphalt Mixture

AASHTO T166/ASTM D2726

1. Please submit a photo of the water bath and balance set up.
2. Please submit the standardization records for the testing thermometer.

AASHTO T30/ASTM D5444

1. Please submit sieving sufficiency records for the aggregate the laboratory tests.
2. Please submit verification records for the coarse and fine sieves.

AASHTO T308/ASTM D6307

1. Please submit calibration records for the ignition oven balance.
2. Please submit aggregate correction factors.
3. Please submit records for asphalt binder correction factors.

AASHTO T355/ASTM D2950

1. Please submit calibration records for the nuclear gauges.
2. Please submit standardization logs for one of the nuclear gauges.

AASHTO T312/ASTM D6925

1. Please submit calibration records for the superpave gyratory compactor.
2. Please submit calibration records for the molds, end plates, internal angle.

AASHTO R68/ASTM D6926

1. Please submit verification records for the Marshall molds.
2. If using a mechanical compactor, please submit comparison records for the mechanical and manual compactor.

AASHTO T245/ASTM D6927

1. Please submit a photo of the water bath (please ensure the compression machine is included in the picture).
2. Please submit calibration records for the LVDT.
3. Please submit calibration records for the load cell.
4. If a pneumatic compression machine is being used, please submit the spring calibration record.

AASHTO T164/ASTM D2172

1. Please submit photos of the ventilation hood.
2. If seeking accreditation for mineral matter, please submit photos of additional equipment (desiccator w/desiccant, analytical balance, crucible, etc).

ASTM D3666 (Asphalt Mixtures) and E329 (Asphalt Mixtures)

1. Please submit external asphalt mixture certifications for all asphalt mixture technicians and supervisors.

Concrete

Submit photos of all concrete field equipment showing that it is in good condition.

AASHTO T23/ASTM C31

1. Please submit photos of transportation containers.

AASHTO T22/ ASTM C39

1. Please submit standardization records for the compression machine used for C39.

AASHTO T97/ASTM C78

1. Please submit evidence that this laboratory has a different test frame than the main lab.

AASHTO T121/ASTM C138

1. Please submit records for balances used for C138.
2. Please submit a standardization record for the unit weight bucket.

AASHTO T119/ASTM C143

1. Please submit slump cone standardization records.

AASHTO T196/ASTM C173

1. Please submit volumetric air meter records.

AASHTO T152/ASTM C231

1. Please submit pressure air meter records.
2. Please submit aggregate correction factors for the project.

AASHTO T309/ASTM C1064

1. Please submit a calibration record for the reference thermometer used for C1064.
2. Please submit a standardization record for concrete testing thermometers.

AASHTO T231/ASTM C617

1. Please submit bearing block verification records.
2. Please submit your lab's daily check template.
3. Please submit your qualification for strength.
4. Please submit a photo of your lab's capping setup.

ASTM C1231

1. Please submit your lab's pad check sheet.
2. Please submit bearing block verification records.
3. Please submit verification records for retainers.
4. If your laboratory would like to have accreditation for C1231 above 7000 psi, please submit qualification records.

AASHTO M201/ASTM C511

1. Please submit photos of your lab's C511 setup.
2. Please submit 3 weeks of evaluated temperature recorder data.
3. Please submit a standardization record for your lab's temperature recorder.
4. Please submit evidence of automatic temperature control.

ASTM C1077 (Concrete) and E329 (Concrete)

1. Please submit aggregate certifications for all concrete technicians and supervisors.
2. Please submit evidence that the lab's manager is a professional engineer.

Soil**AASHTO T99 and T180/ASTM D698 and D1557**

1. Please submit records for Proctor molds, straightedges, and rammers.
2. Please submit a standardization record for the mechanical proctor performed according to D2168.

ASTM D1140

1. Please submit photos of your lab's wash setup.
2. Please submit sieve check records.

AASHTO T310/ASTM D6938

1. Please submit calibration records for the nuclear gauge.
2. Please submit standardization logs for one of the nuclear gauges.

AASHTO T88/ASTM D422 and ASTM D7928

1. Please submit a verification that the hydrometer test is performed in a vibration free workplace (photo and a confirmation from the lab).
2. Please submit records and composite corrections for the hydrometer.
3. Please submit a thermometer standardization record.
4. Please submit sedimentation cylinder records (D7928 only).

ASTM D6913

1. Please submit sieving sufficiency records.
2. Please submit sieve check records.

AASHTO T89 and T90/ASTM D4318

1. Please submit completed check records for the liquid limit device and grooving tools.
2. Please submit a picture of your lab's ground glass plate and moisture content containers.
3. Please submit a record for balance readable to 0.01 g.

ASTM D3740

1. Please submit soil certifications for all soil technicians and supervisors.

ASTM E329 (Soil)

1. Please submit relevant certifications and credentials for all technicians and supervisors.
2. Please submit photos of a sampling of equipment showing that equipment, a unique ID, and calibration status.