



## AASHTO Accreditation Policy and Guidance on Laboratory Name Changes

Policy taken from Section 3.5.1 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

- 3.5.1. The laboratory shall notify AASHTO re:source in writing within 60 calendar days of any major change in its quality management system, capability to perform tests for which it is accredited, laboratory ownership, location (see Section 5), managerial personnel, facilities, and any other change which may affect the scope of its accreditation. If there is a name or ownership change of the laboratory, the laboratory must submit a copy of its new business license or other substantiating evidence to AASHTO re:source.

### Guidance

Official names are defined by the Department of State website for a state. If a laboratory does not have a license for the state in which they work, they may incorporate in other states like NV or DE. Local (city and county) licenses, work permits, engineering licenses, W-4s, and other non-state issued evidence are not accepted as evidence of a name change unless the state does not issue business licenses.

Large, established companies in the AASHTO Accreditation Program may not need to submit a business license for each location. If a corporation takes over another corporation, evidence such as a press release or explanation from a corporate representative will be considered as acceptable evidence.

If a laboratory requests to add a fictitious name (or DBA) to their listing, the laboratory will need to send the state license and the license for the DBA from the state or local government showing this name. In California, the county issues the DBA certificate while the state issues the official business license that includes the proper name of the business. Both names will be listed on the Certificate of Accreditation and laboratory's account.