



Purpose

1. This AASHTO Accreditation Program (AAP) Policy and Guidance document is intended to describe the method in which the AAP lists laboratory names on the AASHTO Accreditation Program Directory. The laboratory name is the name of the company that is legally registered to do business as a laboratory.

Policy

1. The AASHTO Accreditation Program identifies laboratory names according to the following conventions:
 - 1.1. Governmental laboratories are identified according to the agency or department in which they belong. In some cases, the laboratory may have a specific title that differentiates it from other departments within the agency.
 - 1.2. University laboratories are identified according to the name of the university or if the laboratory is part of a separate research institute, the laboratory is identified according to the research institute's registration through the Secretary of State for the state in which the laboratory operates.
 - 1.3. Private laboratories are identified according to the name registration through the Secretary of State for the state in which the laboratory operates. The registration must be active to be considered valid.
 - 1.3.1. Doing Business As (dba) listings: If the laboratory is doing business as a trade (also known as fictitious or assumed) name, the laboratory's name shall be listed as "Registered company name dba registered trade name." The laboratory's trade name shall be registered through the state's Secretary of State or its designee.
 - 1.3.1.1. In California, the county government offices have been designated by the Secretary of State to maintain the trade names on behalf of the Secretary of State.
 - 1.4. If the laboratory is a subsidiary of a parent company, the parent company will be identified along with the laboratory's name. The AAP will attempt to identify the top parent company, but it may identify intermediary company names also.
 - 1.4.1. If the laboratory has an operational relationship with an intermediate parent company, the intermediate parent company will be identified along with the laboratory name (ex. the parent company maintains the quality management system for the affiliated local company).
 - 1.4.2. In some cases, there could be multiple levels of parent companies listed in the laboratory's account.
 - 1.5. If a laboratory is purchased by another company and operates for a period of time with the



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former name while transitioning to the new ownership, the former name and new name will both be identified.

- 1.6. Local business licenses, professional licenses, and tax documents are not considered to be valid business registration documents.
- 1.7. If the laboratory exists in a country other than the United States of America, the AAP will determine the company name based on the national regulations in the country where the laboratory operates.
- 1.8. If there are situations not stated in this Policy and Guidance document, the AASHTO Accreditation Program will make a decision based on the information provided by the laboratory and the policies stated on the state government website for the state in which the laboratory operates.

Guidance

1. Official names are defined by the Secretary of State for the state in which the company operates. Local (city and county) licenses, work permits, engineering licenses, W-4s, and other documents are not accepted as evidence of the official name unless the laboratory operates in a state, province, or territory that does not have a Secretary of State or other entity that acts as an approval body for business name registrations.
2. If a laboratory does not like the name it registered with the Secretary of State, the laboratory can amend the name with the Secretary of State and notify the AAP of this change. Once the AAP confirms the name change with the Secretary of State, the AAP will update the laboratory's name on the AASHTO Accreditation Program Directory.