



AASHTO Accreditation Policy and Guidance on Laboratory Relocation

Policy Summary

When a laboratory relocates to a new facility, the laboratory must notify the AASHTO Accreditation Program (AAP) and any providers of assessment and proficiency sample services. The AAP will issue an accreditation decision that instructs the laboratory to submit evidence regarding the continued adherence to AAP requirements for the standards included in the scope of their AASHTO Accreditation. The deadline for submitting evidence will be defined as 60 days from the date of the relocation. A Quality Analyst will review the evidence and notify the laboratory if they need to submit additional documentation or if the issues have been resolved.

AASHTO re:source will update the laboratory shipping/ mailing address as soon as the laboratory moves to ensure accurate delivery of proficiency samples.

Policy taken from Section 5 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#) and Section 6.2.1.3 of AASHTO R 18-17.

Procedures Manual for the Accreditation of Construction Materials Testing Laboratories

5. Laboratory Relocation

If a laboratory relocates to an address that differs from the location where the most recent AASHTO re:source or CCRL on-site assessment took place, the laboratory must inform AASHTO re:source in writing prior to the move date. The AASHTO Accreditation Program (AAP) will then notify the laboratory that they must submit (1) a new Criteria Compliance Document* showing the revised address, (2) a description of any personnel changes, including a revised organizational chart, (3) evidence that equipment has been properly calibrated or standardized at the new location if the accuracy of such equipment may have been affected by the move, and (4) evidence of proper environmental controls to ensure that test method requirements are met, where applicable. This documentation must be submitted within 60 days of the laboratory relocation. Once the information is reviewed, a decision will be made about whether a surveillance on-site assessment is required to verify ongoing technical competence.

(*The Criteria Compliance Document has been replaced with the Annual Review Form.)

AASHTO R 18-17: Standard Recommended Practice for Establishing and Implementing a Quality System for Construction Materials Testing Laboratories

6.2.1.3. Equipment and measurement standards that may be affected by moving them to a new location or environment shall be calibrated, standardized, or checked before being placed in service. Examples of equipment that may be affected by a move include, but are not limited to, balances, compression machines, mechanical compaction equipment, and sensitive measurement equipment.

Documentation Required to be Submitted by the Laboratory

- 1) A completed [Laboratory Relocation Form](#) and supporting documentation if personnel have changed. If the move is greater than 1 hour from the initial location, the laboratory also needs to submit documentation regarding personnel qualifications.
- 2) Updated calibration or standardization records showing that the equipment has been calibrated or standardized at the new location, including balances, compression machines and load cells, gyratory compactors, and any other equipment that may have its calibration status affected by a move.

- a) For balances, a 2-point verification conducted by the laboratory with calibrated masses is also acceptable, provided that the last full calibration/standardization was conducted within the last 12 months.
 - b) It is important for load cells that are normally shipped out to be standardized in place at the new location to ensure that the machine is operating correctly in its new position. It is possible that a laboratory could ship out the load cell and then install it only to find it isn't operating correctly.
- 3) Evidence that the new laboratory location has an AASHTO M201 or ASTM C511-conforming curing facility, if applicable. The following items will provide evidence of this:
- a) Pictures of the tanks and/or moist room that include the locations of the thermostatic control and recording thermometer(s).
 - b) Data charts from the recording thermometer(s) for the previous several weeks.
 - c) If applicable, evidence of suitable interconnection and a water circulator for interconnected tanks, to include (a) pictures, and (b) records of the weekly check of temperature variation between tanks (see Nos. 1-3 of Section 7.1.1 of C511 and 7.2 of M201).

The AAP reserves the right to request more information if there is a concern about the laboratory maintaining its new facilities according to the requirements of the program.

Guidance

The AAP has deemed a supplemental visit to be unnecessary in *most* cases when a laboratory relocates provided that the laboratory can submit evidence that it has performed certain tasks that ensure the stability of their calibrations and testing capabilities. However, a supplemental on-site visit may be required to ensure that changes in the laboratory's quality system, capability to perform tests for which it is accredited, laboratory ownership, location, management and technical personnel, and equipment and facilities are in conformance with AAP and relevant standard requirements.

Laboratory management should notify the AAP prior to the relocation to ensure that all requirements for the specific situation are understood.

Consequences for Failure to Comply with Requirements

If a laboratory fails to comply with these requirements, the laboratory's accreditation will be suspended for the appropriate standards. The entire accreditation may be suspended, or the suspension may apply to individual standards based on the situation. Below are some of the examples of how standard-specific suspensions are administered:

- 1) Failure to satisfy the requirements for standardization of balances will result in a suspension for any standards that require the use of a balance. If essentially all the testing requires the use of a balance, the entire accreditation may be suspended.
- 2) Failure to satisfy the requirements for standardization of compression machines will result in a suspension for any standards that require the use of that compression machine.
- 3) Failure to satisfy the requirements for standardization of compaction equipment will result in a suspension for the test that requires the use of that compaction equipment.
- 4) Failure to satisfy the requirements for curing facilities will result in a suspension for C511, M201, and the appropriate dependent standards (see the [AAP Policy on Curing Facilities](#)).