



Purpose

This AASHTO Accreditation Program (AAP) Policy and Guidance document is intended to describe the process of review and approval of situations in which personnel report to facilities located at more than one physical address.

Policy

This policy and guidance document supplements the policy from Section 4.9 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

1. The AAP requires laboratories with personnel who are not full-time at one location, regardless of the accreditation status of the other location(s), to complete the [Multisite Personnel Form](#). The laboratories are also required to submit any supporting documentation and additional explanations requested by the AAP.
 - 1.1. This form is a supplement to the [Initial Accreditation Review Form](#), the [Annual Review Form](#), and the [Change in Personnel Form](#). It may also be required any time the AAP is notified of a situation in which multisite personnel are being employed.
 - 1.2. Field personnel dispatched from a location other than the laboratory location in question are required to be included in the [Multisite Personnel Form](#). Field personnel who normally report to, or are dispatched from, the laboratory location do not need to be included.
2. A separate copy of the form needs to be filled out by each person seeking multisite approval. If the person seeking approval is the Technical Director / Manager, on-site visits to the laboratory will need to occur at a minimum frequency of one day per month. This minimum was established through Administrative Task Group decisions and is subject to change if this minimum is determined to be ineffective.
 - 2.1. The person seeking approval is required to sign the form as a declaration that the statements contained therein are accurate to the best of their knowledge.
 - 2.2. The Technical Director of the laboratory is also required to sign the form as a declaration that the statements contained therein are accurate to the best of their knowledge. Digitally signing the form renders the form uneditable. If additional edits need to be made after the Technical Director has signed, right-click the signature and select “Clear Signature” from the list of options. This ensures that the signature of the Technical Director is the final step taken by the laboratory prior to submitting the form.
- 2.3. If the AAP discovers that the information included on the form is not true, accreditation may be revoked without providing the laboratory additional time to address the inaccuracy.

3. If the form does not provide the laboratory sufficient space to fully explain the situation, the laboratory may submit a supplemental explanation to the AAP as long as it contains the same signatures and addresses the relevant questions that are presented on the [Multisite Personnel Form](#).
4. The AAP reviews the contents of the form and the supporting documentation and may request additional information following the review. Approval is based on the laboratory proving that it has sufficient resources to fulfill the responsibilities and duties of an AASHTO Accredited laboratory.

Guidance

1. The [Multisite Personnel Form](#) provides laboratories the opportunity to explain complex personnel situations. Laboratories are encouraged to ask questions of their assigned Quality Analysts if they are unsure if they need to complete this form to maintain AASHTO Accreditation.
2. The requirement to complete the form does not imply a lack of conformance to program requirements. The AAP will consider the situation and render a decision to the laboratory on conformance to program requirements. In some cases, the decision will cause a change to the AASHTO Accreditation directory listing. In those cases, the laboratory will be notified regarding the lack of conformance and change to the directory listing.
3. Section 4.9.2 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#) provides specific limitations on the application of this concept based on established precedents. These statements are intended to inform specifiers and laboratories about situations that have been found to be acceptable to the AAP for program requirement conformance. It is possible for reconsideration of these limitations based on future ATG decisions.
4. A multisite personnel situation is required to be approved by the AAP based on section 4.9.1, and a laboratory cannot self-declare approval.
5. Explanations about the statements in section 4.9.2 are included below:

“An individual shall not be approved to provide technical direction or management to more than five facilities and shall maintain an in-person presence at least once per month for an entire day.”

It is important for technical direction and management to be effective. There are times when one technical director may be able to effectively oversee multiple locations that are not always operational or are limited in their capacities. However, it would be unlikely for a technical director to oversee five large, fully-functional laboratory locations effectively. Technical directors should be engaging with staff much more frequently than once per month, but this minimum for in-person presence has been established to make sure the technical director can see what is really happening at the laboratory.

“Supervisory and testing personnel may be approved to perform testing at multiple accredited laboratory locations if those laboratories are less than 100 miles apart. Testing personnel shall not perform the same practice or test method during an on-site assessment for more than one location of an accredited laboratory during the same assessment tour.”

Sometimes technicians report to multiple locations that are in a close proximity to one another. This statement is intended to provide a reasonable limitation for how far apart these laboratories should be. This is not intended to limit technicians from being reassigned on a temporary basis for projects, but rather, to set reasonable limits for what the AAP will consider as a normal staffing situation.

Each laboratory needs to be able to carry out its obligations for fulfillment of program requirements, which is why the statement about assessments is included. In addition, Section 7.5.3 states that the same staff member cannot perform testing on proficiency samples for multiple locations.

Similarly, if the laboratories are accredited for a standard that requires certifications, the laboratories need to demonstrate that they are staffed with technicians at each laboratory location who maintain the required certifications. The AAP will not allow the same certified technician to qualify multiple laboratories for those standards.