



AASHTO Accreditation Policy and Guidance on Fees

Policy taken from Section 10 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

10. Fees

Laboratories participating in AAP are charged appropriate fees for proficiency samples and on-site assessments according to AASHTO re:source's and CCRL's normal billing procedures. In addition, laboratories participating in AAP will receive an invoice from AASHTO each year for the annual AAP administrative fee.

A laboratory may obtain additional specific information about the fees for AASHTO re:source and CCRL services by contacting the respective organizations or visiting their websites (see below for contact information).

Laboratories must pay all fees charged for services required for accreditation in order to maintain their accreditation. Charges include the annual administration accreditation fee, as well as fees for on-site assessments, proficiency sample testing, and any late payment penalties that may have been assessed.

Links

AASHTO Accreditation Program administrative fees: <http://aashtoresource.org/aap/fees>

AASHTO re:source assessment fees: <http://aashtoresource.org/lap/fees>

AASHTO re:source Proficiency Sample Program fees: <http://aashtoresource.org/psp/fees>

CCRL Program fees: <http://www.ccrl.us>

Contact Information

AASHTO re:source
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Website: www.ccrl.us

Guidance

If a laboratory does not pay an invoice, AASHTO re:source or CCRL will e-mail the invoice at 30 days past due. At 60 days past due, a delinquent memo will be included with the invoice. Accreditation will be suspended at 90 days and subsequently revoked at 120 days. One week after revocation, the invoice will be sent to a collections agency. If the laboratory wishes to pay the invoice after it is sent to collections, they must deal directly with the collections agency and pay any additional fees. The collections agency will then remit the amount recovered/owed to AASHTO.

A laboratory's accreditation will be reinstated once the invoice is paid in full.