



AASHTO Accreditation Policy and Guidance on Fees

Policy

Laboratories participating in the AASHTO Accreditation Program (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 the AAP will receive an invoice from AASHTO each year for the annual AAP administrative fee for the previous year of administrative services. Fees are required to be paid for accreditation services to continue.

If a laboratory does not pay an invoice, AASHTO re:source or CCRL will notify the laboratory about the unpaid invoice at 30 days past due. At 60 days past due, the laboratory will be notified again. The AAP reserves the right to suspend the laboratory's accreditation at any time after 90 days past due and to revoke the accreditation any time after the 120 days past due. At that point, the laboratory's 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.

Links to Fee Structures

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

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Email: ccrl@astm.org

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Guidance

The laboratory can avoid complications with accreditation by keeping the billing contacts up to date and to ensure that all invoices are paid for relevant proficiency sample programs and assessment programs as well as the accreditation fees. A laboratory must notify both AASHTO re:source and CCRL of any changes to the billing contact since they use two separate systems to manage customers.

The AAP may send notifications regarding unpaid CCRL invoices to make the laboratories aware that continued enrollment in the CCRL programs will impact their AASHTO Accreditation for standards included in the CCRL programs. This is intended to be a courtesy to the laboratories because we understand that CCRL might not have the same billing contacts in their system as we do in ours, and the laboratory may not realize that the one program impacts the other.