



AASHTO Accreditation Program (AAP) Laboratory Relocation Form

Laboratories are required to complete and submit this form along with all relevant records noted in **Annex 1** of the [AASHTO Accreditation Policy and Guidance on Laboratory Relocation](#) when the laboratory relocates to a new address.

Section 1. Laboratory Location Information

AASHTO re:source Account number			
Laboratory Name			
Previous Street Address 1:			
Previous Street Address 2:			
Previous City:		Previous Country:	
Previous State:		Previous Zip Code:	
Date(s) of Relocation:			

New Street Address 1:			
New Street Address 2:			
New City:		New Country:	
New State:		New Zip Code:	
Distance from previous location			

Please note that a supplemental assessment from CCRL and/or AASHTO re:source may be needed to keep the laboratory in the regular tour schedule depending on the distance of the relocation and where in the Tour Schedule the assessment programs are.

Please update the following addresses on our account (check all that apply):

☐ Physical

☐ Mailing

☐ Shipping

☐ Billing

Section 2. Laboratory Name Change

If the laboratory's name has changed, please indicate the new name below and submit evidence of registration of the new name from your state's Secretary of State office.

Please change our company name to:	
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Section 3. Laboratory Personnel Changes

If management personnel changes were made due to the relocation, the laboratory is required to complete and submit the [Change in Personnel Form](#) along with the required supporting documentation for the personnel change/new staff member(s).

If the laboratory relocation resulted in management staff being shared between locations or off-site (for example, working from an office headquarters and at the new location), the [Multi-site or Off-site Personnel Form](#) is required to be completed and submitted for each person who is off-site or working at multiple locations.

Section 4. Laboratory Contact Information

Please review the information on your laboratory's account on the AASHTO re:source website. Pay attention to the addresses, contacts, phone numbers, email addresses, website address, and login information that you use to access your account. If you notice that anything is not correct, please make the updates on the website. Please make sure, when available, two contacts for accreditation notifications have been established.

If there are any items that you cannot change on your own, please contact your Quality Analyst or info@ashtoresource.org.

Section 5. Testing Capabilities and Additional Information

If your laboratory's testing capabilities have changed due to the relocation (ex. no longer have a moist curing facility), please indicate the test methods which require withdrawal.

If there are any complications that you have or anticipate encountering during your laboratory move that may impact your accreditation (ex. difficulty with the heating or cooling system or electrical power), please attach a description of the situation. Additional documentation may also be required based on the situation.

Please note that withdrawal from methods which are prerequisite tests will result in withdrawal of the affected method.

Test Methods to remove:

Section 6. Equipment Calibrations, Standardizations, Checks and Maintenance

The following does not require evidence to be submitted; however these items do need to be addressed after the laboratory move. The laboratory is required to address the following items if they are applicable to the scope of accreditation at the new laboratory facility.

- Facility controls are properly installed so that the temperature in the laboratory testing areas is maintained within the range of 60 to 85°F.
- Test methods that are affected by direct sunlight are located in an environment where there is no direct sunlight exposure.
- All laboratory balances currently in use, including ignition over balances, have been standardized at the new facility or have had their accuracy verified after relocation.
- All mechanical compaction equipment in use (ex. R68, T99/D698, T180/D1557, T190/D2844, T312/D6925, T247/D1561) has been properly installed and standardized, as needed.
- All shear measurement devices have been properly installed and standardized, as needed.

Section 7. Rights and Responsibilities

By entering your name at the end of this document and submitting this form, you certify that you have read and agree to comply with the relevant relocation and facility-related requirements set forth in the [AASHTO Accreditation Program’s \(AAP\) Procedures Manual](#), [The AAP Policy and Guidance regarding Laboratory Relocations](#), any additional applicable policy and guidance documents produced by the AAP, AASHTO R 18, and any standards for which the laboratory is accredited.

You have verified that the primary and secondary contacts on your My Lab page of www.aashtoresource.org are correct.

You have supplied AASHTO re:source with any information regarding off-site or multi-site personnel that are relevant for this laboratory location.

Typed Name of Technical Director:			
Signature of Technical Director:		Date:	

Annex 1

(Mandatory information)

The following lists specify the required supporting documentation that will be requested based on the laboratory's scope of accreditation. The requests for documentation will be loaded as "nonconformities" into the accreditation event being used to address the relocation of the laboratory.

The laboratory will be able to submit its supporting evidence to these "nonconformities" in the same manner as for assessment final report nonconformities. Additional information may be requested by the Quality Analyst depending on the review of the supporting evidence.

General Facility Requirements:

1. Submit a completed Laboratory Relocation Form and any additional forms such as Change in Personnel or Multi-Site/Off-Site Personnel Form and supporting documentation.
2. Submit photographs of the interior and exterior of the laboratory. Interior photographs should show there is adequate space for testing, lighting throughout, and an adequate power supply. Exterior photograph(s) should show the laboratory is on a level and stable foundation and that testing can be performed without undue negative external influences.
1. Submit photographs or videos to show that the laboratory has an adequate supply of water appropriate for the laboratory's scope of testing, for tests such as AASHTO T 11 / ASTM C117 and AASHTO T 30 / ASTM D5444.
2. Submit a video of a working fume hood that exhausts fumes to the outside of the building or of an effective surface exhaust system in a well-ventilated area. The video shall demonstrate the operation of the fan in the hood and that the exhaust line runs to the outside of the building, or the effectiveness of the surface exhaust system being used in a well-ventilated area. This applies to the following methods: AASHTO T113 / ASTM C123; AASHTO T164 / ASTM D2172; ASTM D5404; ASTM D7906; AASHTO T231/ ASTM C617; ASTM C1552; and ASTM D1632.
3. Submit records for Compression, Loading, and Tensile testing machines in use which require calibration according to E4. This applies to the following test methods: ASTM D3967, ASTM D5607, ASTM D7012, Iron and Steel Tensile machines, AASHTO T106/ ASTM C109, AASHTO T22/ ASTM C39, AASHTO T97/ ASTM C78, AASHTO T177/ ASTM C293, ASTM C67, ASTM C140, ASTM C780 (Annex 6), ASTM C1019, C1314, etc.

Cement, Concrete, Masonry, and Pozzolan Curing Facility Requirements:

1. AASHTO M 201 / ASTM C511: Documentation for the curing facilities (moist room and/or water tanks) will need to be submitted as outlined below. If the laboratory is accredited for standards such as ASTM C780 (Annex 6) and ASTM C1260, evidence for a moist room or moist cabinet is required. If the laboratory is accredited for standards AASHTO T 160 / ASTM C157 or ASTM C1038, evidence for both (1) a moist room or moist cabinet and (2) water storage tanks is required. For more information on which tests require which type of curing facility, see the AASHTO Accreditation Policy on Curing Facilities.

1.1. Photographs of the following items, as applicable:

- 1.1.1. For water tanks: Submit photographs of the water tanks. If utilizing interconnected water tanks, showing the interconnections, direction of the flow of water, and water pumps.
- 1.1.2. For moist rooms: Submit photographs of the inside of the moist room to show the locations of misters, misters while in operation, any shelving, and the surface condition and location of

specimens. Photographs of the area surrounding the moist room must show all four sides.

- 1.1.3. Submit photographs of the thermostatic control for heating and cooling including the positioning of the sensors for the thermostats in relation to the moist room or area surrounding the room or tanks. Photographs of the temperature recorders must include the positioning of the probes.

1.2. Recorder data and weekly reviews:

- 1.2.1. Submit the three most current weeks of evaluated temperature recorder data for each recorder being used.
- 1.2.2. For interconnected tanks, submit records of the three most current weeks of the weekly check of temperature variation between tanks.
- 1.2.3. Submit current standardization records for the temperature recorders to show that they have been standardized in the new curing facilities during normal operation.

1.3. For Cement Testing facilities:

- 1.3.1. AASHTO M 201 / ASTM C511 (AASHTO T 106 / ASTM C109): Submit evidence that the following temperature and humidity requirements are being met for cement mixing rooms: "The temperature of the air in the vicinity of the mixing slab, molds, and base plates shall be maintained at 23.0 ± 4.0 °C (AASHTO T 106 / ASTM C109: 73.5 ± 5.5 °F or $[23.0 \pm 3.0$ °C]) and at a relative humidity of not less than 50 %."

Soil Conditioning Facility Requirements:

1. AASHTO T 135 / ASTM D559 and AASHTO T 136 / ASTM D560: Submit evidence that the laboratory has a moist room or container: Section 3.4 of AASHTO T 135 and 3.5 of AASHTO T 136: "A moist room or suitable covered container capable of maintaining a temperature of 21 ± 1.7 °C (70 ± 3 °F) and a relative humidity of 100 percent for seven-day storage of compacted specimens" (Cf. Section 5.4 of ASTM D559, which gives a tolerance of 21 ± 2 °C (70 ± 3 °F) and Section 5.5 of ASTM D560 which gives a tolerance of 23 ± 2 °C [73.5 ± 3.5 °F]).