



Policy taken from Section 9 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

- 9.1. **General** - The AASHTO Accreditation Program (AAP) displays the accreditation of laboratories in the following ways:
- An official Certificate of Accreditation, including the name and location of the laboratory, is presented by AAP to each accredited laboratory
 - Accredited testing scopes, including current accreditation status, are published in the AAP Directory of Accredited Laboratories on the AASHTO re:source website (<http://www.aashtoresource.org>)
 - The accreditation status is provided to regulatory agencies, as requested

AAP encourages accredited laboratories to publicize their accreditation status using the following methods:

- Use of a statement that refers to its accreditation status
 - Use of the AASHTO Accredited logo
- 9.2. **AASHTO Accredited Logo** – The AASHTO Accredited logo is available for use by AASHTO Accredited laboratories on websites, advertisements, brochures, and other approved items. To inquire about whether or not a specific use is acceptable and to request an electronic copy of the AASHTO Accredited logo, please contact AASHTO re:source or download a copy from www.aashtoresource.org.



Figure 1. The AASHTO Accredited logo

- 9.3. **Statements of Accreditation** - A statement of accreditation must specify that accreditation is granted by AAP and that accreditation is limited to the laboratory and the standards for which the laboratory is accredited.
- 9.4. **Certificates** - Certificates are intended for display at the location of the accredited laboratory. When promoting accreditation or providing proof of accreditation, laboratories shall use the current scope of accreditation in conjunction with the certificate, as this document details the specific tests that are accredited.
- 9.5. **Publicity Guidelines**
- Use of statements regarding accreditation or the AAP logo shall be done in a manner that accurately represents the laboratory's accreditation status.
 - Statements regarding accreditation or the AAP logo shall not be used by laboratories that are seeking, but have not yet been granted, accreditation.

- c) Statements regarding accreditation or the AAP logo shall be used by an accredited laboratory only under the name in which it holds accreditation.
- d) Statements regarding accreditation or the AAP logo shall be used by an accredited laboratory only for the location at which it holds accreditation if the company has more than one laboratory location.
- e) Reference to the accredited status of a laboratory may not be part of any promotional endorsement of services not covered by the laboratory's scope of accreditation.
- f) A laboratory that is not accredited shall not state that it possesses a valid accreditation to any specifier or project owner as part of the bid process.
- g) A laboratory shall not state that items tested in their accredited facility have been certified by AASHTO, AASHTO re:source, or CCRL.
- h) If a statement regarding accreditation or the AAP logo is printed on a business card, it must be clear that the laboratory, and not the individual, is accredited.
- i) If a statement regarding accreditation or the AAP logo is printed on letterhead or other corporate stationery, such stationery shall not be used for work proposals or quotes if none of the work is within the scope of accreditation.
- j) If an accredited laboratory is part of a larger organization, it may use statements regarding its accreditation or the AAP logo on the organizational letterhead, provided that the accredited laboratory is identified by name and location immediately preceding or following the statement or symbol.

9.6. **Websites** - Information on websites must conform to all Publicity Guidelines. To ensure access to the most current scope of testing, laboratories are encouraged to use a link to their scope of testing found on the AAP Directory of Accredited Laboratories.

9.7. **Test Reports**

- a) A laboratory may use an accreditation statement or the AAP logo on test reports where all the tests appearing on a test report are included in the scope of the laboratory's accreditation.
- b) Where a laboratory is accredited for none of the tests on a test report, a laboratory shall not use a statement regarding accreditation or the AAP logo on the report or any document attached to the report.
- c) Where both accredited and non-accredited tests appear on any report, the laboratory must clearly identify those tests that are not included in the scope of the laboratory's accreditation. For example, a laboratory might include a statement that the laboratory is not accredited for any tests methods marked by an asterisk.
- d) There shall be nothing in the test report, any attachments, or other materials that implies or may lead any user of the results or any interested party to believe that the work is covered by the scope of accreditation when it is not.

9.8. **Consequence of Violation of the Policy** - Any laboratory that is found to violate this policy will be notified and granted one week to resolve the issue. If the laboratory does not resolve the issue, the laboratory's name and location will be listed on the Notice of False Accreditation Claims on the AASHTO re:source website (www.aashtoresource.org) along with an explanation of the violation. AAP reserves the right to directly notify any specifier, project owner, or other organization about a laboratory's violation of this policy.

9.9. **Examples of Unacceptable Statements** - There are many ways to accurately promote a laboratory's accreditation status provided that the laboratory adheres to the guidelines listed in this document. Many of the "approved" methods of publicizing accreditation are dependent on the exact circumstance involved so the AAP will not list acceptable statements that anyone can use. However, there are certain statements that have been erroneously used by both accredited and non-accredited laboratories in the past that can

provide guidance for what not to do.

The following statements are considered to be unacceptable statements regarding a laboratory's accreditation status:

Example 1: "Laboratory ABC is recognized by AAP."

This example ambiguously states that the laboratory is "recognized." The AAP does not "recognize" a laboratory or its accreditation status – it only "accredits" the laboratory for adherence to specific published standards and compliance with requirements published in this document. Other words that shall not be used include "certified," "approved," and possibly others.

Example 2: "Our laboratory is an AASHTO re:source-accredited laboratory."

This example incorrectly states that the laboratory is accredited by AASHTO re:source. Both AASHTO re:source and CCRL provide assessments and proficiency samples that are used by the AAP as a means to evaluate compliance to AAP procedures. Neither AASHTO re:source nor CCRL accredit laboratories.

Example 3: "Our technicians are AASHTO certified."

Example 4: "Our asphalt is AASHTO certified."

These examples erroneously state that the technicians that work at the accredited laboratory and the product produced at the plant that houses the accredited laboratory are also certified by AASHTO. AASHTO accreditation does not apply to personnel or products. It only applies to a laboratory that has demonstrated adherence to specific published standards listed in the scope of the laboratory's accreditation and compliance with the requirements published in this document.

Example 5: "Our laboratories are AASHTO-accredited."

This statement may be true if all of the laboratory locations within that organization possess valid accreditations. However, this statement would not be true if even one of the laboratory locations within that organization does not possess a valid accreditation.

The laboratory's accreditation certificates must be disposed of and advertising references to AASHTO accreditation must be discontinued (a) when accreditation has been revoked by the AAP, (b) when the laboratory voluntarily withdraws from participation in the AAP, or (c) if the laboratory becomes unable to conform to any of the criteria required for accreditation.