



## AASHTO Accreditation Policy and Guidance on Temporary Laboratories

Policy taken from Section 2 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

Accreditation is permitted to be extended to a temporary facility for up to 12 months without first undergoing an on-site assessment if the temporary facility is staffed, equipped, and sufficiently controlled by a main facility that is AASHTO accredited for the testing being conducted at the temporary facility. The temporary facility must be implementing the quality management system of the main facility. All work at the temporary facility must be supervised by personnel that conform to the requirements of Section 3.4. Temporary facilities include trailers or other structures, and the personnel and equipment associated with them that have been established for a specific project.

Before accreditation is extended to the temporary facility, the temporary facility shall submit their inventory of equipment along with copies of the most recent equipment calibration, standardization, and check records. The technician(s) assigned to the temporary facility shall also perform testing using the equipment assigned and located in the temporary facility and shall receive satisfactory ratings on extra proficiency samples chosen by the AAP.

The temporary facility's information will be listed under the same accreditation directory listing of the main facility for up to 12 months. The listing shall indicate the location of the temporary facility, the scope of testing, the staff assigned to the temporary facility, and the expiration date of the temporary extension of accreditation.

If a temporary facility is expected to operate longer than 12 months, laboratory management must apply for separate accreditation of the temporary facility before the expiration date of the temporary extension of accreditation to ensure uninterrupted accreditation. The AASHTO Accreditation Program reserves the right to perform an on-site assessment at a temporary facility during the 12-month period at a cost to the main facility if there is any question about the conformance to the requirements of this document or about the quality of work being conducted at this temporary facility.

Note 2 -- The AASHTO Accreditation Program (AAP) encourages laboratories to always contact the project owner or specifying agency regarding accreditation requirement before requesting accreditation for a temporary facility. In some cases, the project owner or specifying agency may waive the requirements for accreditation provided that the operations of the temporary facility are controlled to its satisfaction by the laboratory's main facility.

Any situations that are not described in this manual must be approved by the ATG.

### Policy

If the AAP has determined that the laboratory is a qualifying candidate for this procedure, the laboratory can begin the application process by submitting a Request for Extension of Accreditation to a Temporary Facility Form along with documentation of the pertinent details of the contract, which includes information such as scope of work, location, personnel, and an estimated duration of the project. In some cases, this will include a requirement to submit the Multi-Site or Off-Site Personnel Form. The temporary facility must demonstrate acceptable testing conditions as outlined in section 3.5.14 of the AAP Procedures Manual. The laboratory must pay the \$600 application fee in order for the application to be processed.

Once the application has been processed, the laboratory will submit the remainder of the documentation listed in the [Temporary Facility Accreditation Extension Form](#) through the AASHTO re:source Accreditation Events system in the same manner as responding to an on-site assessment review.

Please note that if the temporary facility is seeking accreditation for Concrete Specification C511, photographic evidence of conformance for the new curing facilities, a current standardization record for the temperature recorder to show that it has been standardized on-site in the new curing facilities, and three weeks' worth of temperature recorder data shall be submitted.

The AAP will determine if additional information or records are required to be submitted. If so, the laboratory will be notified. All requests for documentation must be complied with before this process can continue.

The laboratory is required to perform testing and receive satisfactory ratings on all proficiency samples normally required for a laboratory in the AAP for the scope covered by this temporary accreditation. Fees will be invoiced to the main facility and sold as blind samples. Testing must be performed by the technician who will be assigned to the temporary facility, and the testing must occur at the temporary facility. If this is not carried out according to the policy, the laboratory will be required to purchase additional samples until conformance has been confirmed by the AAP.

If proficiency samples are not available, the laboratory is permitted to submit video evidence of testing performance for the applicable test methods by the technician assigned to the temporary site facility at the temporary site facility laboratory. The laboratory will be invoiced for fees for review of the video and preparation of the report. All nonconformities noted in the report shall be resolved in order for the process to continue.

Once the extension has been approved, the following certificate (see Figure 1) will be issued and posted under the main laboratory's account. The approval will expire 365 days from when it became active. There are no possibilities of extensions being granted to this approval. At that point, the laboratory will be invoiced for \$25 per standard.

### **Guidance**

Before a laboratory begins this process, it should check with the AAP to determine if it is a good candidate and do so at least one month before the start of the project. To be eligible for temporary accreditation, the main facility must be in good standing and remain accredited throughout the course of the temporary accreditation. Good standing includes a history of conformance, no current suspensions, no unpaid invoices, and a history of satisfactory proficiency sample ratings. If management personnel will not be routinely present on the job site, they must provide evidence that effective oversight will be given to testing personnel and materials reporting and acceptance.

Applicable proficiency samples should be requested as soon as possible during the review process to allow time for processing, shipping, testing, and the review of results.

The extension of accreditation must also include any required prerequisite standards. Please refer to the [AASHTO Accreditation Policy and Guidance on Prerequisites for Accreditation](#) for more information on prerequisite standards.

It is understood that personnel may be assigned to the temporary facility from the main facility, but in order for accreditation to be maintained at both facilities where certified personnel are required, the laboratory needs to be able to demonstrate conformance for both facilities simultaneously.

If the laboratory is seeking to extend accreditation to a temporary site facility, it should prepare to equip the laboratory with all necessary testing equipment before submitting the extension. Accreditation cannot be maintained at the main facility and extended to the temporary site facility unless both facilities maintain equipment necessary for performance of testing.



Accreditation has been extended to the following temporary site facility from the effective date of M/DD/YYYY until the expiration date of M/DD/YYYY

**ABC Laboratory**  
The Airport Project  
City, State



**Standards Included in the Extension of Accreditation**

**Quality Management System**  
R18, D3666 (Asphalt Mixture)

**Asphalt Mixture**  
T30, T166, T308

**Staffing of the Temporary Site Facility**

The credentials of the following technical staff members have been reviewed in order to determine conformance to accreditation requirements stated in AASHTO R 18 and ASTM quality management system standards identified in the list of standards above.

**Technical Director** Lab Director Name

**Laboratory Supervisor / Supervising Laboratory Technician** Laboratory Supervisor Name

**Laboratory Technician(s)** Technician Names

**Field Supervisor / Supervising Field Technician** Supervisor Name

**Field Technician(s)** Field Technician Names

Figure 1. Certificate image and subsequent details page for an extension of accreditation to a temporary site facility