

AASHTO ACCREDITATION PROGRAM (AAP)

Laboratory Relocation Form



When a laboratory relocates to a new address, the laboratory is required to complete and submit this form along with all relevant records noted in **Annex 1** of this form. If there were management personnel changes made due to the relocation, the laboratory is required to complete the **Change in Personnel Form** and submit it along with supporting documentation. If there is a case of multi-site or off-site personnel that has not previously been approved, please complete and submit a copy of the **Multi-Site or Off-Site Personnel Form**. Once completed, the form(s) shall be uploaded into the open Accreditation Event for the laboratory relocation along with all relevant attachments. Please see **Annex 1** of this form for additional guidance on this.

Step 1. Review of 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. If there are any items that you cannot change on your own, please contact your Quality Analyst or info@ashtoresource.org. This is also a good time to make sure that you have established two contacts for accreditation notifications. The primary and secondary contacts will receive all accreditation-related emails.

By entering your name, you agree that you have reviewed the information regarding your laboratory's account and either confirmed that it is accurate or have notified our office to make the appropriate changes:

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

Step 2. Company Name

If the name of your company is different from the one listed on your laboratory's account on the AASHTO re:source website, please enter the correct name of your company below, and submit documentation from the Secretary of State for the state in which your laboratory operates for the registered company name and any trade or fictitious name. If there are no changes to your company name, please leave this entry on the form blank.

Please change our company name to:	
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Step 3. Laboratory Location

Please enter your new location below and the date(s) of relocation.

Street Address 1:			
Street Address 2:			
City:		Country:	
State:		Zip Code:	
Date(s) of Relocation:			

Step 4. Testing Capabilities

If your testing capabilities have changed due to the move (ex. no longer have a moist curing facility), please indicate the changes below. If the laboratory experienced technician staffing changes due to the relocation that affect the accredited testing services of the laboratory, please explain the situation below. Additional documentation may also be required based on the situation.

Step 5. Complications

If there are any complications (ex. difficulty with the heating or cooling system or electrical power) that you have or anticipate encountering during your laboratory move that may have an effect on your accreditation, please let us know below. Additional documentation may also be required based on the situation.

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Step 6. Rights and Responsibilities

The AASHTO Accreditation Program publishes its Procedures Manual. This document describes the program's requirements and your laboratory's responsibilities. The following list summarizes some of the key components of your laboratory's rights, responsibilities, and requirements. 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 items 1 through 12 listed below:

1. The laboratory must conform with the requirements of AASHTO R 18 and the AASHTO Accreditation Program (AAP) Procedures Manual at all times.
2. The laboratory may publicize its AASHTO accreditation status in reports, stationery, and in business and trade publications. Advertising must accurately reflect the scope of the laboratory's accreditation and may not imply product certification.
3. The laboratory may use an appropriate AAP logo on letterhead, brochures, and test reports. Permission for use of the logo is limited to those cases that describe testing within the scope of the AAP accreditation.
4. If the laboratory has obtained work that requires AASHTO Accreditation, it must inform the client if there are any limitations in the scope of its accreditation as it pertains to the fulfillment of the client's testing needs prior to the performance of any testing. The laboratory must also clearly identify in the test report which test method(s), or portion(s) of test method(s), are not included in the scope of the laboratory's AASHTO accreditation for that project.
5. The laboratory must not use its accreditation in such a manner as to bring AAP into disrepute and must not make any statement relevant to its accreditation which AAP may consider misleading or unauthorized.
6. The laboratory must discontinue advertising references to AASHTO accreditation when the laboratory is no longer accredited.
7. The laboratory must notify AASHTO re:source in writing within 60 days of any major change which may affect the scope of the laboratory's accreditation. Major changes include, but are not limited to, changes in the laboratory's quality system, changes in the capability to perform tests for which the laboratory is accredited, changes in ownership, change of location (for permanent and mobile facilities), changes in managerial personnel, or changes to the facilities.
8. The laboratory must receive appropriate assessments from AASHTO re:source and CCRL at regularly scheduled intervals. If the laboratory desires AASHTO accreditation for compliance to ISO/IEC 17025, the laboratory must receive AAP ISO/IEC 17025 audits at regularly scheduled intervals.
9. The laboratory must resolve all assessment nonconformities and ISO audit nonconformities applicable to the laboratory's accreditation. The laboratory must provide AASHTO re:source with evidence and documentation describing the corrective actions taken within 60 days of the date of issuance of applicable 2nd party and/or AASHTO re:source final reports.
10. The laboratory must participate in the appropriate AASHTO re:source and CCRL proficiency sample programs that include the specific tests for which the laboratory is accredited.
11. The laboratory must authorize the release of any information needed to evaluate the laboratory, such as copies of applicable 2nd party assessment and proficiency sample reports, to AASHTO re:source.
12. The laboratory must pay all applicable fees. The laboratory understands that invoices issued on April 1st of each year are for accreditation services rendered in the previous calendar year. Partial year fees are billed at the time of revocation or withdrawal of accreditation.

By entering my name, I certify that I have read and agree to comply with items 1 through 12 listed above:

Signature of Technical Director:		Date:	
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Step 7. If there is any other information you would like to mention, please mention it below:

Summary of Documents that are required to be included along with this supplemental form:

- A completed **Change in Personnel Form** (if applicable)
- If utilizing staff that is not working full-time on-site at the location of this laboratory, a completed **Multi-Site or Off-Site Personnel Form**
- If making a change to your company name, the Secretary of State-issued business registration and applicable registration of any trade or fictitious name
- A letter of explanation about any significant staffing changes, shared equipment, or contracting situations (if applicable and if the explanations don't fit in the spaces provided on this form)
- All applicable photographs, diagrams, calibration records, standardization records, and check records identified in **Annex 1** that is applicable to the scope of the laboratory's accreditation.

Annex 1

The following lists specify the required supporting documentation that will be requested based on your 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. Your laboratory will be able to submit its responses to these “nonconformities” in the same manner as for assessment final report nonconformities. Additional information may be requested by your Quality Analyst depending on your specific situation.

General Requirements:

1. Please submit photographs 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. Please submit photographs of the exterior of the building and its foundation and the area projecting out from the building on all sides to show that the laboratory is level and stable and that testing can be performed without undue negative external influences.
3. Please submit photographs of the interior of the laboratory to ensure there is adequate space for testing, lighting throughout, and an adequate power supply.
4. Please submit standardization records for all laboratory balances to show that they have been standardized onsite at the new location.
5. Please submit evidence that the laboratory has controls for maintaining the temperature in the laboratory testing area within a range of 60-85°F when workers are present. This is a list of possible examples of documentation that can be submitted to substantiate conformance: photographs of thermostatic control, registers, and returns for air conditioning and heating; a map/blueprint/drawing of the building floor plan with labeled areas and positions of the thermostat(s), registers, and returns; photographs of insulation; temperature recorder data; description of work schedules; etc. The requirement for temperature control can be found in the AAP Procedures Manual Section 3.5.14. Please note that some standards require more stringent temperature controls as well as humidity controls. Evidence of conformance is required when the laboratory is accredited for a standard that includes temperature control requirements that are tighter than those listed in the AAP Procedures Manual or humidity control requirements. The following list of scopes and standards include temperature control requirements that are different from those listed in the AAP Procedures Manual or humidity control requirements:
 - 5.1. **Asphalt Binder Temperature Control**
 - 5.1.1. ASTM D5801: Please submit evidence that the following temperature requirements are being met: Section 7.2: “The temperature of the room in which testing takes place must be $77 \pm 5^\circ\text{F}$ ($25 \pm 3^\circ\text{C}$).”
 - 5.2. **Asphalt Mixture Temperature Control**
 - 5.2.1. AASHTO T 166: Please submit evidence that the following temperature requirements are being met: Section 9.2: “Cool the specimen to room temperature at $25 \pm 5^\circ\text{C}$ ($77 \pm 9^\circ\text{F}$).”
 - 5.2.2. AASHTO T 275: Please submit evidence that the following temperature requirements are being met: Section 6.1: “Cool the specimen to $25 \pm 5^\circ\text{C}$ ($77 \pm 9^\circ\text{F}$).”

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5.3. Cement Temperature and Humidity Control

5.3.1. AASHTO M 201 / ASTM C511 (AASHTO T 106 / ASTM C109): Please 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 ± 3.0 °C]) and at a relative humidity of not less than 50 %.”

5.4. Soil Temperature Control

5.4.1. AASHTO T 216 / ASTM D2435: Please submit evidence that the following temperature requirements are being met: AASHTO T 216 Section 6.10: “Tests shall be performed in an environment where temperature fluctuations are less than ± 4 °C (± 7 °F).” ASTM D2435 Section 6.11: “Unless otherwise specified by the requesting agency, the standard test temperature shall be in the range of 22 ± 5 °C. In addition, the temperature of the consolidometer, test specimen, and submersion reservoir shall not vary more than ± 2 °C throughout the duration of the test. Normally, this is accomplished by performing the test in a room with a relatively constant temperature. If such a room is not available, the apparatus shall be placed in an insulated chamber or other device that maintains the temperature within the tolerance specified above.”

5.4.2. AASHTO T 296: Please submit evidence that the following temperature requirements are being met: Section 5.15: “The shear portion of the test shall be performed in an environment where temperature fluctuations are less than ± 4 °C (± 7.2 °F).”

5.4.3. AASHTO T 297 / ASTM D4767: Please submit evidence that the following temperature requirements are being met: ASTM D4767 Section 5.21: “The consolidation and shear portion of the test shall be performed in an environment where temperature fluctuations are less than ± 4 °C (± 7.2 °F).”

5.4.4. ASTM D4546: Please submit evidence that the following temperature requirements are being met: Section 7.9: “Unless otherwise specified by the requesting agency, the standard test temperature shall be in the range of 22 ± 5 °C. In addition, the temperature of the consolidometer, test specimen, and submersion reservoir shall not vary more than ± 2 °C throughout the duration of the test. Normally, this is accomplished by performing the test in a room with a relatively constant temperature. If such a room is not available, the apparatus shall be placed in an insulated chamber or other device that maintains the temperature within the tolerance specified above.”

5.4.5. ASTM D5084: Please submit evidence that the following temperature requirements are being met: Section 5.12: “Temperature Maintaining Device—The temperature of the permeameter, test specimen, and reservoir of permeant liquid shall not vary more than ± 3 °C or ± 6 °F or better. Normally, this is accomplished by performing the test in a room with a relatively constant temperature. If such a room is not available, the apparatus shall be placed in a water bath, insulated chamber, or other device that maintains a temperature within the tolerance specified above. The temperature shall be periodically measured and recorded.”

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- 5.4.6. ASTM D7928: Please submit evidence that the following temperature requirements are being met: Section 6.10: “Temperature Maintaining Device—Unless otherwise specified by the requesting agency, the standard test temperature shall be in the range of 22 ± 5 °C. In addition, the temperature of the soil suspension shall not vary more than ± 2 °C. Normally, this temperature maintenance is accomplished by performing the test in a room with a relatively constant temperature. If such a room is not available, the cylinders shall be placed in an automatically temperature controlled insulated chamber or water bath that maintains a temperature within the tolerance specified above.”
- 5.5. **Pavement Preservation Temperature and Humidity Control**
- 5.5.1. ASTM D3910 / D6372: Please submit evidence that the following temperature and humidity requirements are being met: ASTM D3910 Section 6.2.2: “15 min, at 25 ± 1 °C and 50 ± 5 % relative humidity.”
- 5.5.2. ISSA TB-109: Please submit evidence that the following temperature requirements are being met: Section 6.1: “Temperature is maintained at 72 ± 5 °F (22 ± 3 °C) unless otherwise specified or noted.”

Aggregate Requirements:

1. AASHTO T 113 / ASTM C123: Please submit a video of a working fume hood that exhausts fumes to the outside of the building. The video shall demonstrate the operation of the fan in the hood and that the exhaust line runs to the outside of the building.

Asphalt Mixture Requirements:

1. AASHTO R 68: If using mechanical compactors, please submit standardization records for the mechanical compactors to show that they have been standardized onsite at the new location.
2. AASHTO T 164 / ASTM D2172: Please 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.
3. AASHTO T245 / ASTM D6927:
 - 3.1. Please submit photographs of the water bath and of where the stability and flow machine is located in relation to the bath.
 - 3.2. Please submit standardization records for the compression machines to show that they have been standardized onsite at the new location.
4. AASHTO T 308 / ASTM D6307: Please submit standardization records for the ignition oven balances for Method A to show that they have been standardized onsite at the new location.
5. AASHTO T 312 / ASTM D6925: Please submit standardization records for the Superpave gyratory compactors to show that they have been standardized onsite at the new location.

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6. ASTM D5404: Please submit a video of a working fume hood in a well-ventilated area that exhausts fumes to the outside of the building. The video shall demonstrate the operation of the fan in the hood and that the exhaust line runs to the outside of the building.
7. ASTM D7906: Please submit a video of a working fume hood in a well-ventilated area that exhausts fumes to the outside of the building. The video shall demonstrate the operation of the fan in the hood and that the exhaust line runs to the outside of the building.

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 your 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 your 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, please see the AASHTO Accreditation Policy on Curing Facilities.
 - 1.1. Photographs of the following items, as applicable:
 - 1.1.1. For water tanks: Please submit photographs of the water tanks. If utilizing interconnected water tanks, please also submit photographs that show the interconnections, direction of the flow of water, and water pumps.
 - 1.1.2. For moist rooms: Please submit photographs of the inside of the moist room to show the locations of misters, misters in operation, any shelving, and the surface condition and location of specimens. Please also submit photographs of the area surrounding the moist room on all four sides.
 - 1.1.3. Please 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.
 - 1.1.4. Please submit photographs of the temperature recorders including the positioning of the probes.
 - 1.2. Recorder data and weekly reviews:
 - 1.2.1. Please submit the three most current weeks of evaluated temperature recorder data for each recorder being used.
 - 1.2.2. For interconnected tanks, please submit records of the three most current weeks of the weekly check of temperature variation between tanks.
 - 1.3. Please submit current standardization records for the temperature recorders to show that they have been standardized in the new curing facilities during normal operation.

Cement, Masonry Mortar, and Pozzolan Requirements:

1. Compression machines: Please submit standardization records for the compression testing machines used to perform AASHTO T 106 / ASTM C109 to show that they have been standardized onsite at the new location in accordance with ASTM E4.

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Concrete Requirements:

1. Compression, Loading, or Tensile Testing Devices: Please submit standardization records for the compression machines used to perform AASHTO T 22 / ASTM C39, AASHTO T 97 / ASTM C78, AASHTO T 177 / ASTM C293, etc. to show that they have been standardized onsite at the new location in accordance with ASTM E4.
2. AASHTO T 231 / ASTM C617: If using sulfur mortar, please submit a video of a working fume hood that exhausts fumes to the outside of the building. The video shall demonstrate the operation of the fan in the hood and that the exhaust line runs to the outside of the building. If not using sulfur mortar, please submit pictures of the alternative material being used. ASTM C617 Section 4.3.1.1: "Use sulfur melting pots in a hood to exhaust the fumes to outdoors."

Iron and Steel Requirements

1. Tensile Testing Machines: Please submit standardization records for the tensile testing machines to show that they have been standardized onsite at the new location.

Masonry Requirements

1. Compression machines: Please submit standardization records for the compression testing machines used to perform ASTM C67, ASTM C140, ASTM C780 (Annex 6), ASTM C1019, ASTM C1314, etc. to show that they have been standardized onsite at the new location in accordance with ASTM E4.
2. ASTM C1552: If using sulfur capping materials, please submit a video of (1) a working fume hood that exhausts fumes to the outside of the building for the melting pot, and (2) a well-ventilated area for the capping station. The video shall demonstrate the operation of the fan in the hood and that the exhaust line runs to the outside of the building. If not using sulfur capping materials, please submit pictures of gypsum cement.

Rock Requirements:

1. ASTM D3967 and ASTM D7012: Please submit standardization records for the compression machines to show that they have been standardized onsite at the new location in accordance with ASTM E4.
2. ASTM D5607: Please submit standardization records for the loading machines to show that the normal loads and shear force loads have been standardized onsite at the new location in accordance with E4.

Soil Requirements:

1. AASHTO T99 and T180 / ASTM D698 and D1557: Please submit standardization records for the mechanical Proctor compactors performed according to ASTM D2168 to show that they have been standardized onsite at the new location. Records shall be submitted for each hammer configuration used by the laboratory: ASTM D698 using both the circular and sector face hammers and ASTM D1557 using both the circular and sector face hammers. Documentation shall meet the reporting requirements of ASTM D2168 and include the IDs for all equipment used. Documentation for standardizations performed in accordance with Practice A shall also include all underlying data for the Proctor curves.

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2. AASHTO T 135 / ASTM D559 and AASHTO T 136 / ASTM D560: Please 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 $21 \pm 1.7^{\circ}\text{C}$ ($70 \pm 3^{\circ}\text{F}$) 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 $21 \pm 2^{\circ}\text{C}$ ($70 \pm 3^{\circ}\text{F}$) and Section 5.5 of ASTM D560 which gives a tolerance of $23 \pm 2^{\circ}\text{C}$ [$73.5 \pm 3.5^{\circ}\text{F}$]).
3. AASHTO T 193 / ASTM D1883: Please submit standardization records for the compression machines to show that they have been standardized onsite at the new location.
4. AASHTO T 208 / ASTM D2166: Please submit standardization records for the compression machines to show that they have been standardized onsite at the new location.
5. AASHTO T 216: Please submit evidence that tests are not performed in direct sunlight: Section 6.10: "Tests shall be performed in an environment where [...] there is no direct exposure to sunlight."
6. AASHTO T 236 / ASTM D3080: Please submit standardization records for the shear force measurement devices to show that they have been standardized onsite at the new location.
7. AASHTO T 296:
 - 7.1. Please submit standardization records for the compression machines to show that they have been standardized onsite at the new location.
 - 7.2. Please submit standardization records for the pressure transducers to show that they have been standardized onsite at the new location.
 - 7.3. Please submit evidence that the shear portion of the test is not performed in direct sunlight: Section 5.15: "The shear portion of the test shall be performed in an environment where [...] there is no direct contact with sunlight."
8. AASHTO T 297 / ASTM D4767:
 - 8.1. Please submit standardization records for the compression machines to show that they have been standardized onsite at the new location.
 - 8.2. Please submit standardization records for the pressure transducers to show that they have been standardized onsite at the new location.
 - 8.3. Please submit evidence that the consolidation and shear portion of the test is not performed in direct sunlight: ASTM D4767 Section 5.21: "The consolidation and shear portion of the test shall be performed in an environment where [...] there is no direct contact with sunlight."
9. ASTM D1140: Please submit photographs of the wash setup.
10. ASTM D1632: If using sulfur mortar, please submit a video of a working fume hood that exhausts fumes to the outside of the building. The video shall demonstrate the operation of the fan in the hood and that the exhaust line runs to the outside of the building. If not using sulfur mortar, please submit pictures of gypsum plaster.
11. ASTM D5084: Please submit standardization records for the pressure transducers to show that they have been standardized onsite at the new location.