

III. LABORATORY QUALIFICATION PROGRAM

- A. Purpose.** This program provides uniform, statewide procedures for ensuring that laboratory facilities and equipment are capable of performing materials sampling and testing in accordance with methods used in the Materials Quality Assurance Program. The Materials Testing and Research Branch (MTRB), accredited under the AASHTO Accreditation Program, is responsible for overseeing the statewide Laboratory Qualification Program.
- B. Scope.** Laboratories that perform sampling and testing and furnish test data for use in the Materials Quality Assurance Program shall be qualified. This includes but is not limited to the following:
1. Commercial laboratories;
 2. Contractor laboratories;
 3. County laboratories;
 4. State District laboratories.
- C. Qualification Procedures.**
1. To qualify State District Laboratories, the MTRB will do the following:
 - a. Verify that current editions of references used to perform tests are available.
 - b. Document that laboratories have required equipment to perform tests.
 - c. Verify that a list or record of all laboratory equipment requiring calibration/verification is maintained.
 - d. Check that calibration/verification records for each piece of equipment include the following:
 - (1) Description of equipment;
 - (2) Identification of individual(s) performing work;
 - (3) Frequency of calibration, date of calibration, and date of last calibration;

- (4) Identification of calibration or verification procedure used;
 - (5) Identification of any calibration/verification device or traceable standards used;
 - (6) Results of work performed;
 - (7) Procedure used to identify non-compliant equipment.
 - e. Verify that sampling and testing personnel are qualified according to Section IV — Personnel Qualification Program.
 - 2. Laboratories other than State District Laboratories shall be qualified by verification of the following:
 - a. Laboratories shall be accredited for applicable test methods by AASHTO Accreditation Program or comparable accreditation program approved by FHWA.
 - b. Sampling and testing personnel shall be qualified according to Section IV — Personnel Qualification Program.
 - 3. In addition, equipment may be subject to calibration, verification, or inspection by the MTRB.
 - 4. Calibration standards and laboratory equipment calibration frequencies shall be as specified in the applicable test methods for which the equipment is intended to be used. Calibration/verification is required whenever a laboratory or equipment is moved. Qualification of a laboratory shall be valid for three years, after which time the laboratory shall be requalified.
 - 5. Any equipment in a qualified laboratory failing to meet specified equipment requirements for a specific test method shall be identified as such and shall not be used for that test method.
- D. Disqualification.** A laboratory that does not maintain qualification requirements is subject to disqualification. Test results from disqualified laboratories shall not be used in the Materials Quality Assurance Program.

- E. Documentation Maintenance.** The MTRB will be responsible for maintaining documentation on all laboratories that it qualifies. Qualified laboratories shall be responsible for maintaining equipment calibration/verification records.
- F. Disputes.** Disputes concerning calibration and verification of equipment will be resolved by the MTRB Materials Engineer, who will have final authority.