



Laboratory Certification Application Packet

Welcome to the ODOT Laboratory Certification Program. To certify your laboratory to test materials for ODOT construction projects, you must submit an application requesting the ODOT Central Laboratory to perform an on-site inspection. The on-site inspection includes an evaluation of the laboratory itself as well as the testing apparatus.

ODOT will certify your laboratory if your laboratory and its equipment are within specification.

This certification is valid for one year. If your laboratory's certification expires and you have a continued need to test materials for ODOT construction projects, you must apply for recertification.

Certification Procedure:

1. Complete the enclosed application.
2. Review the enclosed Request for Certification sheets (Section 1 through 4) and check the test methods that your laboratory wishes to be certified to perform.
3. Return your completed application and Sections 1 through 4 to:

Randy FitzGerald, Laboratory Certification Coordinator
Oregon Department of Transportation
Construction Section, Materials Laboratory
800 Airport Rd. SE
Salem, OR 97301-4798
Telephone: (503) 986-3087
Fax: (503) 986-3096

When your completed application packet is received by the ODOT Central Laboratory, a representative will contact you by telephone to schedule an inspection date.

At the conclusion of the inspection, the inspector will leave a preliminary inspection report of findings covering all areas of the inspection. **If deficiencies were noted, you have thirty days to make necessary corrections.** When all deficiencies have been corrected, the laboratory inspector may re-visit your laboratory to confirm the corrective action. A final report and Certificate of Laboratory Certification will be mailed to your laboratory within two weeks following the on-site inspection or when all deficiencies have been corrected.

**Oregon Department of Transportation
Construction Section
Central Materials Laboratory**

**On-Site Laboratory Inspection Criteria
For Quality Control and Quality Assurance Laboratories**

A laboratory desiring information and/or an application package for ODOT laboratory certification may contact the ODOT Central Laboratory at the following address:

Oregon Department of Transportation Construction Section, Materials Laboratory Attention: Lab Certification Coordinator 800 Airport Rd. SE Salem, OR 97301-4798 Telephone: (503) 986-3087
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Laboratories requesting ODOT certification shall make arrangements to receive an on-site inspection. Forms will be included in the application package to facilitate the laboratory's response to this requirement.

NOTE: It is the responsibility of the requesting laboratory to have their lab clean, organized and in complete operating order at the time of inspection. All equipment must be readily available and accessible. The ODOT Laboratory Certification Team does not search for stowed equipment. In addition, an authorized representative must be present at the time of inspection to answer questions or respond to identify and present equipment. Failure to meet these criteria, or to find unorganized, unkempt facilities may result in a canceled inspection.

The Lab Certification Inspector will visit each laboratory whose application for certification has been accepted. The laboratory inspector will evaluate the laboratory using criteria A through H listed below. A discussion of the criteria follows:

- A. **Requirement: The laboratory shall maintain facilities (fixed or mobile) for proper control of the laboratory equipment.** This criterion is used to evaluate the laboratory's physical ability to provide an appropriate environment in which to test materials. General requirements include: the facility shall be physically able to function as a laboratory (e.g., adequate power, water, lighting, floor space, etc.) and have the capability of maintaining temperatures that are specified in the test methods for which the laboratory is seeking certification.

- B. **Requirement: The laboratory shall maintain facilities for proper storage, handling, and conditioning of test specimens and samples.** This criterion is used to evaluate a laboratory's physical ability to store samples and keep them organized. The laboratory shall maintain separate areas on its premises to store samples and splits of samples in an organized manner so that samples are not lost or discarded and may be found at a future date. In addition, the laboratory shall have facilities for the conditioning of samples as required by any test method for which the laboratory seeks certification.

- C. **Requirement: Calibration certificates held by laboratories shall meet the requirements of ISO/IEC 17025 and shall include appropriate statements of uncertainty. Laboratories shall use accredited calibration service providers. The laboratory shall maintain necessary calibration equipment and reference standards.** A laboratory shall have, on hand, calibration and verification equipment necessary to ensure the accuracy of its equipment. Such equipment could include calibration weights for scales or balances; manometers for the verification of vacuum pumps; thermometers, etc.
- D. **Requirement: The laboratory shall maintain equipment conforming to specification requirements necessary for the testing performed.** This criterion is used to ensure that the laboratory's testing equipment conforms to the specifications listed in the test methods for which the laboratory is seeking certification.
- E. **Requirement: The laboratory shall demonstrate adequate care when recording and processing data and test results.** This criterion is used to evaluate the laboratory's ability to produce accurate test reports. The laboratory shall have procedures in place that facilitate the timely and accurate recording of data and the ultimate accuracy of its test reports.
- F. **Requirement: The laboratory shall demonstrate proper techniques for selection, identifying, handling, conditioning, storing, and retaining test samples.** This criterion is similar to criterion B but is concerned with the laboratory's internal policies and procedures rather than its physical capabilities in regards to the above activities. The laboratory shall have policies and procedures in place to ensure that its personnel and technical staff have the ability to select, identify, handle, condition, store, and retain test samples as required by the test methods for which the laboratory is seeking certification.
- G. **Requirement: The laboratory shall include the laboratory's name and address and the name(s) of the technician(s) performing the test(s) on their test reports.** This criterion is used to ensure that the above information appears on the laboratory's test reports that are submitted to ODOT. In addition to the above, the technician(s) certification card number shall be entered on all test reports.
- H. Requirement: The laboratory shall have on-site at the time of inspection all equipment (except items listed as mobile equipment) necessary to perform the test methods for which they have requested certification. Mobile equipment for additional test procedures may be added at a later date provided the following conditions are met:
- a. The laboratory must demonstrate adequate work space and electrical system to operate required equipment.
 - b. If the equipment is new, they must provide copies of invoices that include the make, model and serial number of the equipment.
 - c. If the equipment is rented or borrowed, it must come from another ODOT certified laboratory and provide the make, model and serial number as well as the number and color of the ODOT inspection tag.

Mobile Equipment

1. Ignition oven
2. Gyrotory compactor
3. Field concrete equipment

Preliminary Report

The ODOT Lab Certification Inspector will prepare a preliminary report of findings and present it to the laboratory manager at the conclusion of the on-site inspection. The preliminary inspection report will list all discrepancies for each test method in which the laboratory has requested certification. The inspector will discuss each discrepancy noted in the preliminary report with the laboratory manager in sufficient detail so that the laboratory manager understands the scope of the problem(s) and what corrective action is required in order to obtain certification for the test method(s) in question. When the inspector and the laboratory manager have covered all of the deficiencies, both parties will sign the preliminary report. These signatures indicate that both parties have read the report and understand its contents. The inspector will leave the original copy of the report with the laboratory manager and place a copy in the laboratory's permanent file.

The laboratory inspector will immediately (same or next day) fax or hand deliver a copy of the report to the project manager and the region QA personnel for their files and general information.

Laboratories are expected to correct all deficiencies within thirty days so that a certification may be issued. If a laboratory needs more than thirty days to correct deficiencies, the laboratory shall notify the laboratory inspector, in writing, explaining why the additional time is needed. The laboratory will not be certified until all deficiencies are corrected.

Final Report

Once all of the deficiencies have been corrected, the ODOT Lab Certification Inspector will prepare a final report of findings and mail it to the laboratory.

The laboratory inspector will mail copies of the final report to the project manager and the region QA office.

Certificate of Laboratory Certification

The ODOT Central laboratory will prepare a Certificate of Laboratory Certification for a laboratory when the laboratory has met the requirements listed in Appendix A, and has corrected all deficiencies noted by the inspector. The certificate will be mailed to the laboratory with the final report of findings. The certificate will include the type of certification, laboratory name, test methods the laboratory has been certified to perform, and the Construction Section Manager's signature. This certificate is proof of a laboratory's ODOT certification for the listed test methods and may be presented as such to any ODOT project manager.

The laboratory inspector will mail copies of the certification with the final report to the project manager and the region QA office.

Certificates of Laboratory Certification are valid for one year from the date of the inspection.

Follow Up On-Site Inspections

If at any time during a laboratory's term of certification, the project manager or region QA personnel suspect that any of the contract's laboratory equipment or the laboratory building itself are out of specification, the project manager or region QA personnel may request an additional on-site inspection.

Laboratory Decertification

If the follow up on-site inspection reveals that the laboratory is deficient in one or more areas, the laboratory inspector will immediately decertify the laboratory for those test methods affected by the deficient equipment or facilities. The laboratory inspector will recertify the laboratory following correction of all deficiencies. A laboratory may not perform materials tests using test methods for which it has been decertified.

In addition, any laboratory intentionally misrepresenting the status of their certification or falsifying test results will be subject to disciplinary action up to a one-year suspension of their certification. Any allegations regarding the practices of a certified laboratory will be made in writing to the Certification Advisory Committee. The Certification Advisory Committee will investigate the complaint and decide on appropriate disciplinary action. In all cases, the parties involved in the complaint will be provided an opportunity to appear before the committee before any actions are taken.