



Steps to obtain laboratory validation for Corps of Engineers Materials Laboratory Testing

1. The laboratory obtains the Inspection Request Form http://www.wes.army.mil/SL/MTC/labinsp_req.doc, fills it out and sends it to the MTC.
2. The MTC determines whether the laboratory is to be inspected (one or more inspectors visit the laboratory to examine it) or audited (the evidence is obtained entirely from documents provided by the laboratory), see <http://www.wes.army.mil/SL/MTC/deskaudit.pdf>. If the MTC finds the laboratory is eligible for an audit, the funding organization may instead choose to obtain an inspection to accommodate procedures not covered in the AMRL or CCRL assessments.
3. The Corps of Engineers requires that temporary (AKA project or satellite or mobile) laboratories be validated. Nearly all such validations will require an inspection. If the parent laboratory is validated there will be a discount in the inspection cost of the temporary laboratory, otherwise it is handled exactly as a typical inspection. NOTE: The Corps of Engineers requirement of inspection of temporary facilities is a more strict requirement than ASTM E 329, para 5.1.2.
4. Payment for inspection or audit is either by Corps District or by the laboratory. The Corps District will make the decision to pay or not to pay for the inspection or audit. If the District will pay, go to step 6, below.
5. The price schedule effective for FY10 () is as follows:

Full Onsite Inspection	0 - 15 procedures	\$ + travel expenses
	16 and more procedures	\$ + \$ X (procedures requested – 15) + travel expenses
Full Desk Audit (AASHTO inspected)		\$
Abbreviated Audit by AASHTO Accreditation		\$
Additional Procedures after Validation		\$ each to a maximum of four; more than four requires a visit by the inspector

Please be aware that certain procedures prerequisite to other requested procedures may be added before the estimate.

6. If the laboratory is paying for the inspection or audit:

- a. A Testing Services Agreement (TSA) is drafted by the MTC contracting the MTC to inspect or audit the laboratory.
 - b. The laboratory approves the accuracy of the draft TSA language.
 - c. Two copies of the TSA are made and signed at the MTC, then sent to the laboratory for final signatures.
 - d. The laboratory keeps one signed copy and returns the other signed copy with a check for the cost to the MTC. Further action cannot occur without both a fully signed agreement and payment in hand by the MTC.
 - e. Authorization of the funds is begun upon receipt of the check and agreement copy by the MTC and requires approximately four weeks before the funds can be used.
7. While waiting for funds authorization, the laboratory can discuss the inspection schedule or assemble and send the documentation required for a desk audit. A list of documentation for a regular desk audit is at <http://www.wes.army.mil/SL/MTC/deskaudit.pdf>. If a laboratory is currently accredited by AASHTO as observed at <http://amrl.net/Portal/DesktopDefault.aspx?tabindex=0&tabid=20>, and if no additional procedures are needed for Corps work, then an abbreviated audit can be made. The abbreviated audit requires the following documentation from the laboratory:
 - a. Copies of the latest inspection reports from AMRL and/or CCRL.
 - b. Copies of the correspondence resolving deficiencies noted in the AMRL/CCRL inspection reports.
8. If the laboratory is being inspected, the inspection is made and reported by the MTC.
9. If the laboratory is being audited, the MTC examines the documentation received from the laboratory and reports the findings of the audit.
10. The laboratory corrects deficiencies that are noted in the inspection or audit, and evidence of those corrections is then provided to the MTC.
11. The MTC evaluates corrected deficiencies, and when all are resolved, prepares a letter of validation for the laboratory and the proponent District. The MTC posts the validated laboratory at <http://www.wes.army.mil/SL/MTC/ValStatesTbl.htm>
12. The validation:
 - a. The basic validation period is two years and is renewable at the request of the laboratory for a new inspection or audit.
 - b. A history of good laboratory performance for the Corps, minimal turnover of lab personnel, and minimal deficiencies in inspection **may allow** a validation period of **3 years** for **inspected** laboratories at the discretion of the proponent District and the MTC.
 - c. All laboratories being **audited** rather than inspected are given a **2-year** validation period.
 - d. The MTC does not, as a practice, notify laboratories of expiration.