



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 laboratory is to be inspected or audited, 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 choose to obtain an inspection instead to accommodate procedures not covered in the AMRL or CCRL assessments.
3. 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.
4. The price schedule effective for FY04 (10 Oct 03) is as follows:

Full Onsite Inspection	0 - 15 procedures	\$3,500 + travel expenses
	16 - 40 procedures	\$4,500 + travel expenses
	> 40 procedures	\$5,500 + travel expenses
Full Desk Audit (AASHTO inspected)		\$3,000
Abbreviated Audit by AASHTO Accreditation		\$1,500
Additional Procedures after Validation		\$500 each to a maximum of four; more than four requires a visit by the inspector

5. If the laboratory is paying for the inspection or audit:
 - A Testing Services Agreement (TSA) is drafted by the MTC contracting the MTC to inspect or audit the laboratory.
 - The laboratory approves the accuracy of the draft TSA language.
 - Two copies of the TSA are made and signed at the MTC, then sent to the laboratory for final signatures.
 - 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.
 - 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.

6. 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:
 - Copies of the latest inspection reports from AMRL and/or CCRL.
 - Copies of the correspondence resolving deficiencies noted in the AMRL/CCRL inspection reports.
7. If the laboratory is being inspected, the inspection is made and reported by the MTC.
8. If the laboratory is being audited, the MTC examines the documentation received from the laboratory and reports the findings of the audit.
9. The laboratory corrects deficiencies that are noted in the inspection or audit, and evidence of those corrections is then provided to the MTC.
10. 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>
11. The basic validation period is two years and is renewable at the request of the laboratory for a new inspection or audit. The MTC does not, as a practice, notify laboratories of expiration. A history of good laboratory performance, minimal turnover of lab personnel, and minimal inspection deficiencies may allow inspected laboratories a 3-year validation period (at the discretion of the proponent District and the MTC). All laboratories being audited rather than inspected are given a 2-year validation period.