

Section 5.7

LABORATORY QUALIFICATION PROGRAM

5.7.1 PURPOSE

To describe the Laboratory Qualification Program (LQP).

5.7.2 AUTHORITY

Sections 20.23(4)(a) and 334.048(3) Florida Statutes

5.7.3 SCOPE

Primary offices affected by this procedure include the State Materials Office (SMO), State Construction Office (SCO), District Construction Offices (DCO), District Materials and Research Offices (DMRO), and Resident Construction Offices (RCO).

5.7.4 REFERENCES

Code Of Federal Regulations (CFR), Federal-Aid Policy Guide (FAPG), Subchapter G - Engineering and Traffic Operations, Part 637 - Construction Inspection and Approval, Subpart B - Quality Assurance Procedures for Construction

5.7.5 GENERAL INFORMATION

The Laboratory Qualification Program is defined in the ***Florida Department of Transportation Specifications Section 105***. A flow chart of the details, including feedback from State Materials Office oversight is included in Appendix C.

Department, Contractor, Producer or Consultant CEI offices only performing sampling and field testing such as concrete plastic properties, earthwork density, etc. are subject to comply with the requirements outlined in the program with the exception of the accreditation requirement.

Laboratories are qualified as long as the requirements of the LQP are met. A

laboratory is considered approved when its name is listed in the Department's database - MAC

5.7.6 ISSUING QUALIFICATION

The following are the guidelines for issuing qualification:

Upon receipt of the completed **Laboratory Qualification Application Form No. 675-000-05** (example Appendix B) and a copy of the accreditation certificate and supporting documentation:

- (A) The LQP Coordinator will enter the lab information in the Materials Acceptance and Certification (MAC) system on the laboratory profile. Assign a Lab ID as described below. Enter the test methods the lab has requested for qualifications in the "Test Method" tab. The test methods will default to a status of "In Progress" until the LQP Coordinator designates them with a valid status.
- (B) The Lab ID is a unique identification number, a three digit sequential number following a prefix up to six characters, for a lab. Field offices do not receive a Lab ID in MAC. When a lab is located at a production facility with an accepted QC Program, match the Lab ID with the production facility id after the following prefixes. Since Asphalt and Flexible Pipe Producer, Prestressed Concrete plant, Precast Drainage Structure and Pipe plants already have prefixes assigned to the Production facility numbers, they would not be assigned prefixes.

Type	Prefix
Asphalt	A
Concrete	C
Aggregate Mines & Terminals	M
Timber	T
Precast Drainage Products Precast Pipe	PC or PI
Departmental Labs	D
Consultant & CEI's labs	I
Contractor	R
Local Agency Offices	L
Liquid Asphalt	LA
Asphalt Rubber	RU

** Two digit District Number

- (C) The District Materials and Research Engineer (DMRE) or designee will review the package for completeness and accuracy. The package should include an application form with required documents specified in the application form, a copy of a current certification from an accrediting agency recognized by the Department and a list of the test methods the laboratory is accredited to perform. Accuracy of the accreditation should be verified by visiting the accrediting agency's official website.
- (D) Once the decision is made to grant qualification for a test method, the LQP Coordinator will update the status for that test method in MAC to "Valid" and attach supporting documentation to the laboratory profile. If during review of the application or during the inspection of the laboratory a decision was made to not qualify the lab for a test method, update the status to "Inactive".
- (E) The LQP Coordinator will update information and laboratory and/or test method status in MAC as needed.

5.7.7 SUSPENDING A LABORATORY

Criteria for laboratory suspensions are described in the Florida Department of Transportation Specifications Section 105.

The DMRE shall notify the laboratory, the District Construction Engineer (DCE), and the LQP Manager when the DMRE determines suspension is necessary. Such notification should detail the conditions leading to the suspension and the action required for reinstatement. The Qualified Laboratory list will show the laboratory status as "suspended" during the suspension.

The DMRE will coordinate such suspension with other DMREs and SCO through email for statewide notification when the subject lab is active in more than one district.

Upon the laboratory's request, the DMRE will review and determine if the corrective actions and plan to prevent future occurrences are satisfactory, or whether further assurance is needed from the lab in order to end the suspension.

When a DMRE determines that a lab has been suspended repeatedly for

various reasons or in various areas of testing, the DMRE may suspend the lab for all test methods until the lab takes actions to correct situation(s) and assures prevention of future occurrences, to the DMRE's satisfaction.

5.7.8 DISQUALIFICATION

Active, qualified laboratories must conform to the Department's practices with regard to Quality Control operations. Should any qualified laboratory falsify records, the qualification will be subject to revocation by the DMRE. Falsification of project-related documentation will be subject to further investigation and penalty under state and federal Laws.

The DMRE shall be the authority who revokes qualification. Notification that the qualification has been revoked shall be by "return receipt requested" mail. A copy of the notification shall be sent to the DCE and to the LQP Manager

During the period of disqualification, the Qualified Laboratory list will show the laboratory's status as "disqualified." This decision may be appealed to the Director, Office of Materials. The laboratory has fifteen (15) days from receipt of notice to appeal this decision.

The Director, Office of Materials' decision regarding revocation is final. Laboratories having their qualification revoked shall be eligible to apply for new qualification after a period of two (2) years from the date of disqualification.

5.7.9 MAC MAINTENANCE

The LQP Coordinator will update the Laboratory Profile in MAC when:

- a) A laboratory drops accreditation for a test method
- b) The laboratory closes
- c) A laboratory becomes suspended
- d) A laboratory becomes disqualified
- e) There are changes in the application data submitted for qualification

5.7.10 EVALUATING A LABORATORY

The DMRO and the SMO may perform laboratory evaluations when:

- (A) Equipment or test procedure deficiencies noted by IA evaluations were not corrected.

- (B) The laboratory has demonstrated poor performance and is suspected of conditions that may lead to suspension as identified in **Florida Department of Transportation Specifications Section 105**.
- (C) The laboratory is initiating testing after being inactive or has not participated in the Department's Acceptance Program for the last six months.
- (D) The individual District determines it is necessary to adequately assure adherence to plans, specifications, and testing standards. The scope and the frequency will be determined by the DMRE in accordance with the minimum requirements listed below.

Laboratory evaluations shall be performed a minimum of once per year by DMRO staff at all active laboratories performing quality control (QC) testing on Department projects, and a minimum of twice per year at all laboratories performing verification testing on Department project. Laboratory evaluations shall be conducted using the applicable checklists located at:

<http://www.fdot.gov/materials/quality/programs/independentassurance/checklist/index.shtm>

Laboratory evaluations may be conducted for any test method or process. They shall include a random review of the laboratory's original test data. Reviews of this paperwork shall be conducted using the Laboratory Original Test Data Inspection Checklist provided at the above link. Laboratory evaluations should also include IA evaluations as necessary in accordance with **Materials Manual Section 5.5** and equipment checks as necessary.

5.7.11 REPORTING AN EVALUATION

The LQP Coordinator will discuss the deficiencies with the Laboratory Manager and generate the Laboratory Qualification Performance report (LQPR) in MAC within 5 working days. The report will include all the deficiencies found and items requiring corrective action. Response to deficiencies must be submitted within 10 working days from date of receipt of the LQPR.

A follow up evaluation may be necessary before a decision can be made.

5.7.12 LABORATORY QUALIFICATION PERFORMANCE REPORT

See Appendix A

5.7.13 RESPONSIBILITIES

All contractors, subcontractors, producers, suppliers, and other laboratories participating in the Acceptance Program testing performs testing meeting the requirements as stated in the **Contract Documents**.

Laboratories shall maintain their qualifications while participating in the program. Qualified laboratories shall be listed on the SMO website.

The LQP Coordinator should verify changes in the laboratory information and initiate necessary action.

Laboratories will notify the LQP Coordinator when the laboratory changes its physical location, or equipment is moved to a new location. The LQP Coordinator shall evaluate the laboratory's compliance with the qualification requirements and take necessary actions to assure the integrity of the testing performed by the laboratory including the equipment. The LQP Coordinator may initiate a laboratory inspection or split sampling to aid the evaluation.

The laboratories shall be qualified to perform the test methods for which they are accredited. When an accreditation does not include **Florida Sampling and Testing Method (FSTM)** accreditation, an equivalent national method will be required.

Technicians and equipment used in acceptance decisions will be evaluated in accordance with the requirements of the Independent Assurance Program.

Laboratories under contract with the Department shall further be subject to requirements of the Department's Laboratory Qualification Program.

5.7.14 TRAINING

No training required.

5.7.15 FORMS

Form No. 675-000-05, Laboratory Qualification Application, can be accessed from the links below. For convenience, both a pdf and Word document are available.

[Laboratory Qualification Application \(.pdf\)](#)

[Laboratory Qualification Application \(.docx\)](#)

APPENDIX A



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LABORATORY QUALIFICATION PERFORMANCE REPORT

Laboratory Information

Lab ID: DSM001
Lab Name: State Materials Office
Lab Address: 5007 NE 39th Avenue State of Florida, Gainesville, FL 32609
Lab Manager: Timothy Ruelke
Email Address: Timothy.ruelke@dot.state.fl.us
Telephone No: (352) 955-8620

MAC Evaluation ID:	0000001626	Evaluation Type:	IA Observation
Date(s) of Evaluation:	4/15/2016	Evaluation Area(s):	Aggregate
Evaluation Status:	Satisfactory		

IA Observation

Checklist: AASHTO T 27 - Sieve Analysis of Fine and Coarse Aggregate [Equipment]	PASSED
Checklist: FM 1-T 011 - Total Materials Finer than 75-um No. 200 Sieve [Equipment]	PASSED
Checklist: FM 1-T 085 - Specific Gravity and Absorption of Coarse Aggregate [Equipment]	PASSED

Comments:

<u>Murrel Hines</u> Signature of Independent Assurance Evaluator/Observer	<u>April 15, 2016</u> Date Approved
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Recipients:	Lab Manager	<u>Timothy Ruelke</u>
	Contact Person	<u>Butch Hines</u>

APPENDIX B

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

LABORATORY QUALIFICATION APPLICATION

Forward completed form with a copy of the Accreditation certificate, and the last audit of the accrediting agencies and resolutions thereof to the local District Materials and Research Office.

Company Name: _____

Mailing Address: _____

Physical Location, if different than above: _____

City: _____ State: _____ Zip: _____

Contact: _____ E-mail Address: _____

Phone: () _____ ext. _____ Fax: () _____

Qualifying Agency: _____

Plant / Mine Number: _____

Consultant Contractor Other _____

Submitted by _____ Date _____

APPENDIX C

