



May 5, 2017

## **PROCEDURES RELATED TO SUBCONTRACTING SAMPLE TESTING**

Any test results performed by subcontractors will be identified as such on test reports issued by this laboratory. The laboratory will subcontract only with competent, qualified, and capable testing laboratories as determined by a selection committee. Labs performing certain procedures, as related to cement, concrete, aggregate, steel, soil and asphalt must be accredited by AASHTO re:source or CCRL and participate in the appropriate proficiency sample program.

### Selection Committee and Selection Process:

A selection committee of materials, design, and construction personnel will review responses received and select a number of testing laboratories for interviews. The selection committee will decide, based on the interviews, which testing laboratory is the most competent, qualified, and capable. The selection committee will also rank the remaining testing laboratories. The Materials Division, upon approval, will negotiate to contact with the selected testing laboratory. If negotiations are unsuccessful, the Materials Division will then negotiate with the second most competent, qualified, and capable testing laboratory, as determined by the selection committee.

### Test Reports and Test Results from Subcontractors

Test reports submitted by subcontractors will be reviewed for compliance with contract requirements by the appropriate technical manager. A cover letter of transmittal will be placed with the accepted test report to forward to all appropriate parties.

Test results submitted by subcontractors incorporated into test reports issued by this laboratory will be identified as such in the test report.