

Welcome to the newly-redesigned AMRL website!

As you will see, we have made many changes to improve the navigation and make documents and applications easier to find. Take a stroll through the site, read the AMRL announcements and FAQs, visit the Library page, or use the new SEARCH feature.

We have also added many new features to provide you a better on-line experience. (Some of these new features can only be accessed if your laboratory has registered for on-line access and you are logged in to the site.) View your laboratory's "Accreditation Events" to keep on top of all your accreditation, respond to assessment reports online, and see all the communication with your Quality Analyst. The system works for you.

We want your feedback, so please email (info@amrl.net) or call (301-975-5450) us with your suggestions for further improvements!

Let's take a closer look at some of the new website features...

NEW! Don't miss any more deadlines! View your "**Accreditation Events**" directly from the main menu, see all events that require your attention, and respond right through the website.

From this screen, you can select events and submit corrective actions online.



Below is a list of accreditation events for your lab. When you click on the envelope that corresponds to an event, you will see any correspondence between your lab and an AAP Quality Analyst. You can also submit your responses to the event and upload supporting documents like updated records, newly prepared quality system documents, or extra proficiency sample data sheets.

If you have an On-Site Assessment Report (OSA Review) or a Decision listed, you have to click the link under "Event Type" to be taken to the individual list of nonconformities that need to be resolved in order to maintain/obtain your AASHTO Accreditation. Please contact your Quality Analyst if you are unsure how to proceed.

Laboratory:

Accreditation Events

Select	Event Type	Resolve By	Report #	Communication Status	Status
	OSA Review	1/18/2011	1483C	Waiting for QA	QA Review
	OSA Review	1/18/2011	1484C	No Responses	QA Review
	OSA Review	1/18/2011	1485C	No Responses	QA Review
	OSA Review	1/18/2011	1486C	No Responses	QA Review
	OSA Review	1/18/2011	1487C	No Responses	QA Review

[1](#) [2](#) [3](#) [4](#)

When you select an **OSA Review** on the Accreditation Events page, you will be taken to the page that displays all nonconformities from your AMRL on-site assessment. **If you submit your responses online**, you will be able to view the Communication Status and Finding Status – so you will know whether findings have been resolved and the status of AMRL's review of your responses **in real time**.

You can monitor the review of the responses by checking on the Accreditation Events page to see the review status.

[Return to Accreditation Events](#)

Nonconformities Noted in Assessment Report 1483C

Select	Finding Status	Communication Status	Test	AASHTO Standard	ASTM Standard
	✗ Unresolved	Under Review	Particle Size Analysis of Soils by Hydrometer	T88	D422
	✗ Unresolved	Waiting for Lab	Specific Gravity of Soils	T100	D854
	✗ Unresolved	Waiting for Lab	The California Bearing Ratio	T193	D1883

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When you select a Nonconformity from the assessment report, you can enter your corrective actions and supporting documentation right on the website. (There is also a link to our root cause analysis guidance sheet right on this screen if you need to use it.) Once you enter a corrective action, it will be sent to the AMRL Quality Analyst that has been assigned to review your responses. The Communication Status for that finding will change from “Waiting for Lab” to “Under Review.” When the corrective action is accepted, the Status will change from “Unresolved” to “Resolved.”

			temperature.
	Unresolved	Waiting for Lab	The composite corrections applied to the hydrometer readings were not determined as specified. An additional meniscus correction was added by the software used for calculations.
1			

Nonconformity Conversation

Enter Corrective Action to Nonconformity

View all correspondence related to your Accreditation Events within the event. If there is an accreditation decision posted for a file, it will be displayed on this page.

Accreditation Events

Select	Event Type	Resolve By	Report #	Communication Status	Status
	Invoice	1/1/0001		Complete	Completed
	Application	12/22/2010			Completed
	Decision	12/31/2010		Complete	Completed
	Decision	1/7/2011		Complete	Completed
	OSA Review	3/29/2011	1BJJ	Complete	Completed

[1](#) [2](#) [3](#) [4](#)

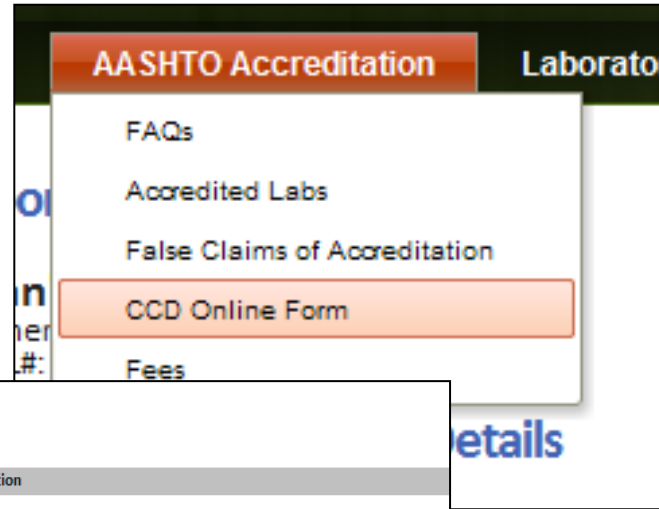
Conversation History

Entered By: systemUpload Date Entered: 12/29/2010 3:27:21 PM

Comments: Cover Letter : Please see the attached accreditation notice. To respond, log into our website and find your accreditation event labeled 10-5034.

[10-5034 notice for 1BJJ.pdf](#)

You can now fill out your **Criteria Compliance Document** online! Once logged-in, just roll over the **AASHTO Accreditation** tab and click on CCD Online Form. Once you have completed the form, just click **submit** and you're done. No need to mail the form in.



Criteria Compliance Document

Laboratory Information

Name of Laboratory:

If you would like to request a modification of your laboratory's name as it is listed on our directory, please notify AMRL and submit a copy of your company's business license or other documentation that identifies the name of the laboratory.

Laboratory Website:

Laboratory Location:

City, State(Province), Zip Code:
 Same as Laboratory Location

Mailing Address of Laboratory:
(if different from above)

City, State (Providence), Zip Code:

Accreditation Contact:

Title:

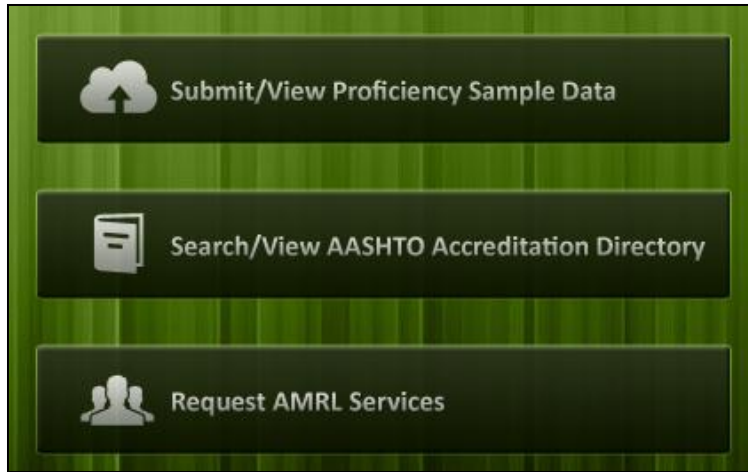
Telephone Number: Fax:

E-Mail Address:

This information applies only to the area(s) of testing for which the laboratory desires accreditation. The responses made are subject to verification during routine on-site assessments.

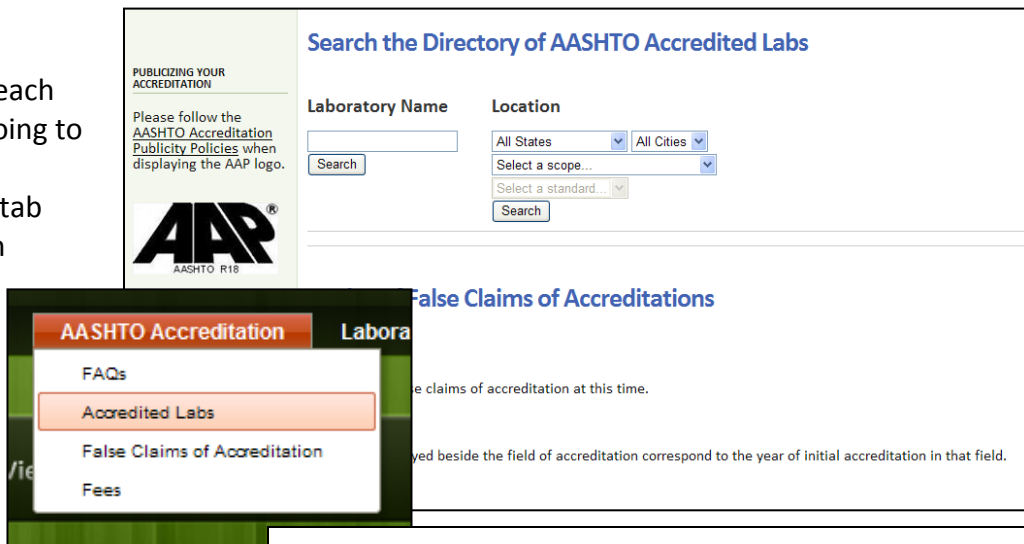
On the website homepage, you will see three links to frequently-used applications.

You will need to be logged in to **Submit/View Proficiency Sample Data**.

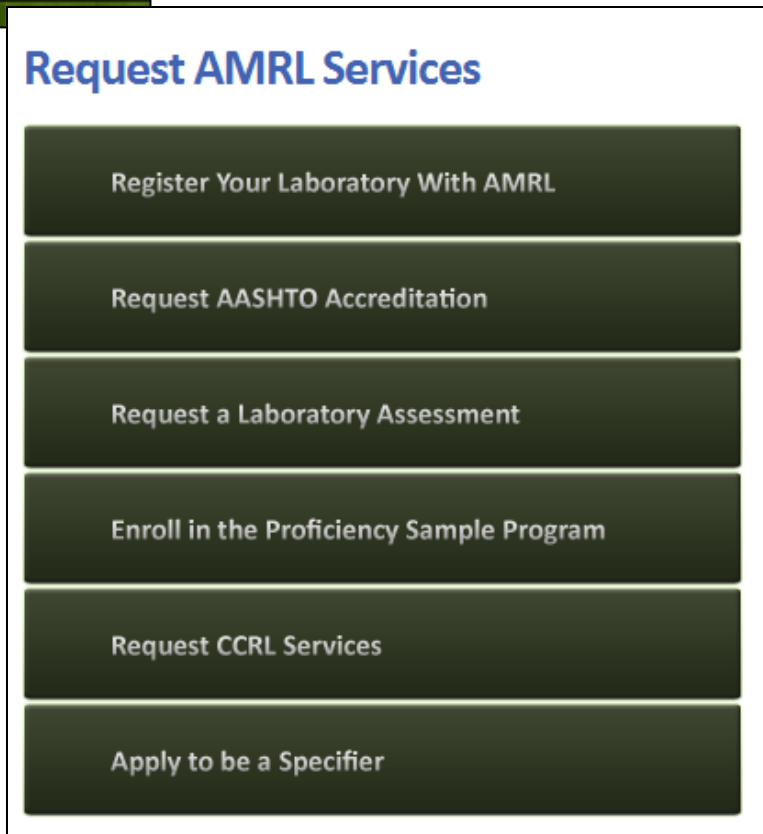


Clicking **Search/View AASHTO Accreditation Directory** gives you access to our database of accredited laboratories. You are able to search by laboratory name or location. **You can also search by scope and test method, a brand new feature!**

You can also reach this page by going to the **AASHTO Accreditation** tab and clicking on **Accredited Labs**.



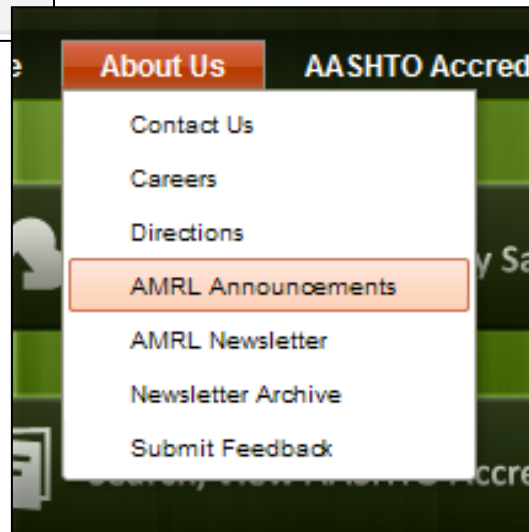
Request AMRL Services brings you to links of common services we provide. From here you are able to register your lab, request accreditation, request an assessment, enroll in the Proficiency Sample Program, request services from CCRL, or apply to be a Specifier.





Check out **Recent AMRL Announcements**, located on the middle left of the homepage. These links will take you to the most recent AMRL news, information, and program updates.

You may also access all AMRL Announcements by hovering over the **About Us** tab and clicking **AMRL Announcements**.



Each program tab has a separate **FAQs** page. By clicking on a question, you are able to show or hide its answer. Some answers conveniently include links that will take you to the page or document that you need.

Frequently Asked Questions - Laboratory Assessments



Click a question to show or hide the answer.

How do I get started?

How do I register my laboratory with the AMRL website?

I've submitted an assessment request. What happens next?

What occurs during an assessment?

How do I register my laboratory with the AMRL website?

Registering a laboratory with the AMRL website will allow the user to request an assessment electronically, and will also provide the user with access to informative documents, tools, and resources that may assist in the assessment process. To register a laboratory, first obtain an Access Code and Passkey by contacting us at (301) 975-5450 or by clicking [here](#). Once logged in with the assigned Access Code and Passkey, the user will be able to create a unique login associated with their email address and a password of their choosing.

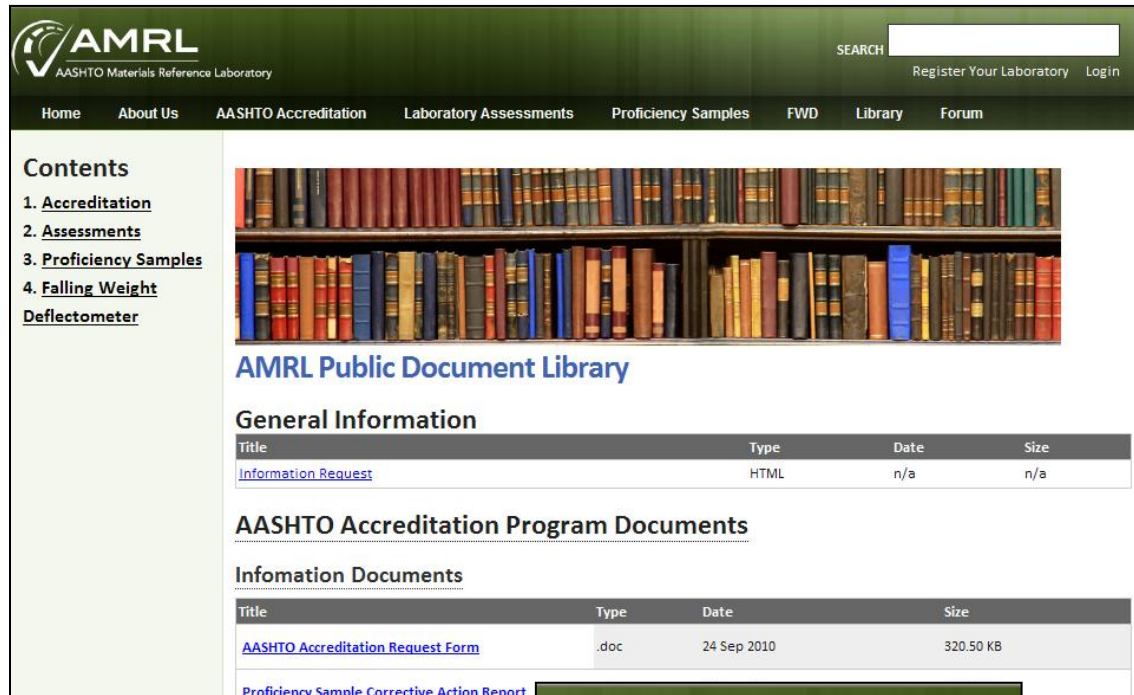
I've submitted an assessment request. What happens next?

What occurs during an assessment?

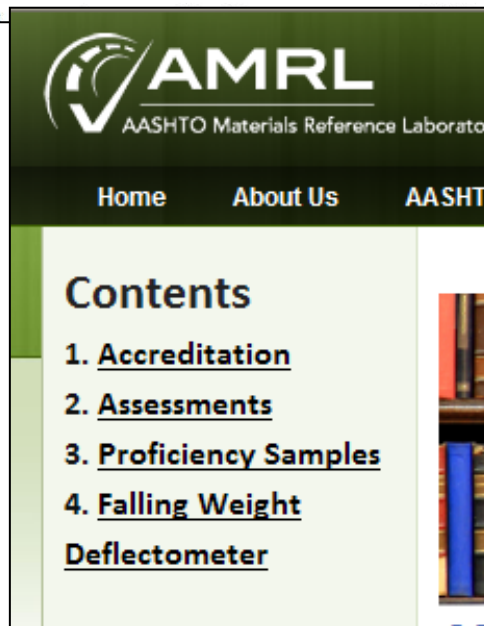
We are proud to introduce the **Library** tool on the website. Located on the right end of the toolbar, clicking on **Public Library** allows you to access the AMRL Public Document Library.



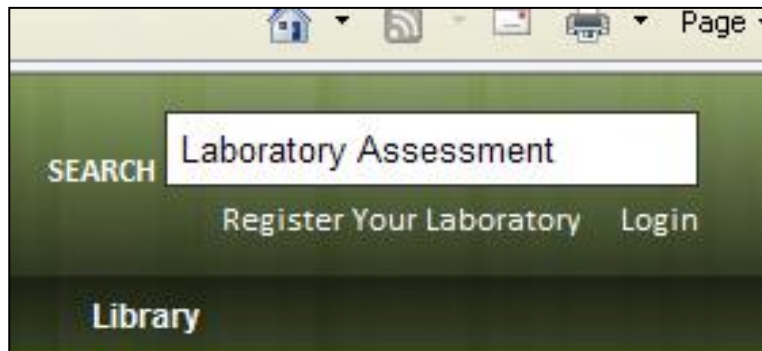
Here you have access to frequently used documents, such as Criteria Compliance Document, Proficiency Sample Corrective Action Report, and Laboratory Assessment Preparation Sheets.



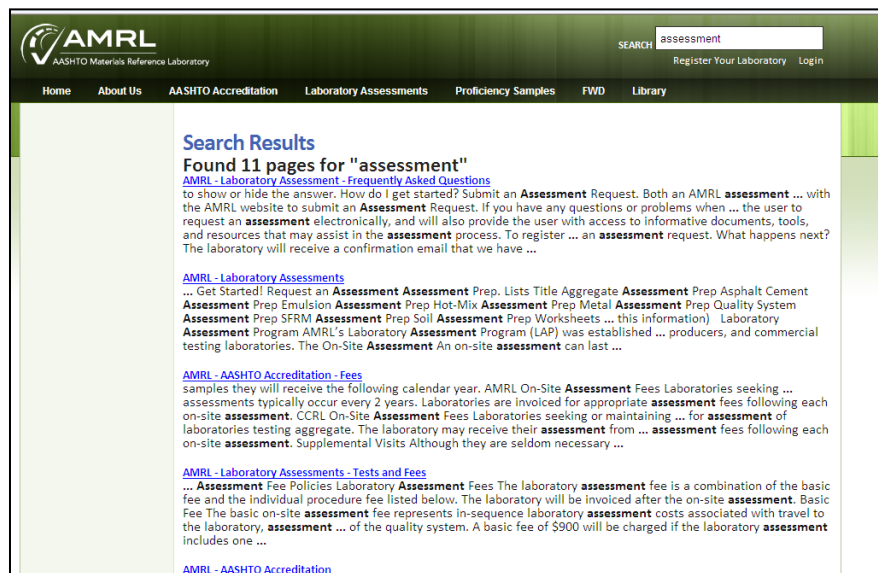
To access documents for a specific program, click on the appropriate Contents link to the left of the screen.



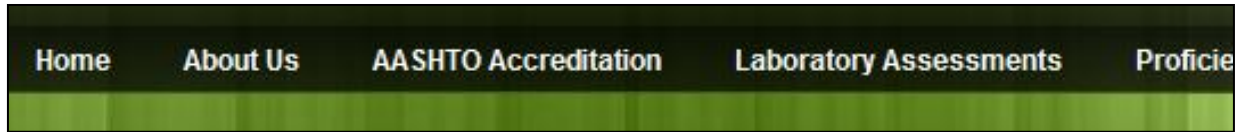
Search is a new feature of the website. Located above the Login link, you are able to search for a single word or group of words.



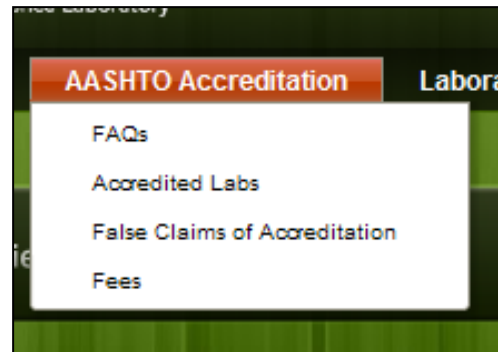
To activate the search you can either click on the word **SEARCH** or hit enter after you have typed in your search phrase. You will then be taken to the search results page.



Roll over the toolbar at the top of the page, and you will be able to view the contents of each tab.



Clicking on the title of the **toolbar** for each program will take you to the main page for that program. This page contains general information about the program, as well as commonly used documents and links.



The AMRL website homepage. At the top left is the AMRL logo (AASHTO Materials Reference Laboratory). To the right is a search bar and links for 'Register Your Laboratory' and 'Login'. Below the logo is a navigation bar with tabs: Home, About Us, AASHTO Accreditation, Laboratory Assessments, Proficiency Samples, FWD, and Library. The main content area features a large banner image with four panels: a construction worker in a green hard hat, hands reviewing documents, a filing cabinet with colorful folders, and a person in a suit holding a document. Below the banner is the 'AASHTO Accreditation' section, which includes a description of the program and a link to 'Request Accreditation Online'. To the left of the main content is a sidebar with 'ACCREDITATION LINKS' and 'ACCREDITATION DOCUMENTS' sections, listing various documents and reports available for download.



The **Login** button is located at the upper right corner of the screen. Clicking link opens a pop-up window which allows you to enter your username and password. It is here, that you may also **Register Your Laboratory** or use the **Forgot Password?** function. You will need to be logged in to use some our new features on the website.



You are now able to login from any page on the site without being redirected from the page you are currently on.

