

CALTRANS LABORATORY ACCREDITATION MANUAL (CLAM)

Guidance on required sections and documentation

General:

- A. The CLAM will be a physical binder with tabbed sections or computer file with individual folders. The CLAM must be readily available to all staff in the lab.
- B. The CLAM must be separate from other manuals or binders such as AASHTO Re:source accreditation, radiation safety programs, calibration reports, etc.

The following sections must be included in the CLAM:

1. **Contacts:** Laboratory name, address, telephone number, and fax number. For mobile labs, also include the following:
 - a. Identifying numbers. (Example: Caltrans Fontana Mobile Lab #2)
 - b. License plate number if applicable.
 - c. Facility type (Manufactured bldg., Conex, towable trailer, semi-trailer, etc.)
 - d. Expected duration at location.
2. **Organizational Chart:** Current laboratory organizational chart. List only the Quality Control Manager (QCM) and certified technicians associated with the lab.
3. **Quality Control Manager:** Laboratory Quality Control Manager (QCM) qualifications (QCM resume). The QCM is responsible for the laboratory's quality control program including training, testing, equipment calibrations and reporting test results. The QCM resume Includes:
 - a. Work-related experience.
 - b. Education.
 - c. Work-related certifications and/or licenses.
4. **Laboratory Affiliations:** Include proof of current laboratory accreditations, certifications, and qualifications. Include only the following:
 - a. TL-0113 Caltrans Accreditation Laboratory Inspection Report
 - b. AASHTO (American Association of State Highway and Transportation Officials) Re:source
 - c. CCRL (Cement & Concrete Reference Laboratory)
 - d. AMRL (AASHTO Materials Reference Laboratory)
 - e. DSA (Division of the State Architect)
 - f. ELAP (Environmental Laboratory Accreditation Program)
 - g. Other governmental agency qualifications
5. **Reference Sample Records:** Proof of current and past successful participation in the Reference Sample Program (RSP) and all related interactions to and from the RSP for the last 24 months. Do not include information older than 3 years. Include the following:
 - a. TL-0119 RSP Questionnaire.
 - b. All email correspondence.
 - c. Test result report forms sent to the RSP.
 - d. RSP letters of successful participation.

- 6. List of Test Methods:** List of relevant test methods for accreditation. List test methods and titles that the lab intends to obtain accreditation through the IA Program. See list of test methods at:

<https://sia.dot.ca.gov/index.php>

- 7. Equipment calibration and inventory summary:** The equipment calibration and inventory summary will include the following information:
- a. Equipment name
 - b. Manufacturer
 - c. Model
 - d. Serial or ID number
 - e. Calibration date
 - f. Next calibration due date
 - g. The calibrator's name
 - h. Calibration method.

The attached "Inventory of Materials Testing Equipment" form or similar spreadsheet can be used for this purpose.

Do not include calibration reports in this section of the CLAM. Store calibration reports in a separate binder or file that is accessible upon request.

Note 1: Calibration intervals will not exceed one year.

Note 2: All calibration devices will be traceable to the National Institute of Standards and Technology (NIST).

- 8. Personnel:** List of personnel to be qualified for testing. For each qualified technician, include the following:
- a. Materials-related work experience summary (1-page summary per technician).
 - b. Copies of current work-related certifications/qualifications (Caltrans, ACI, NICET, ICC, NRMCA, etc.).
 - c. Detailed summary of training, including comprehensive description of the training, total hours, and training dates.
 - d. TL-0121 and TL-0122 forms, and JTCP Certificates of Completion (if applicable).
- 9. Nuclear Gauge:** For nuclear gauge licensing documentation (if applicable), include the license only. Do not include entire Radiation Safety Program. Inventory of gauges can be listed on the equipment calibration and inventory summary as described in Section 7.

