**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (Section 552 et seq.) and the Information Practices Act of 1977 (IPA) (Civil Code Sections 1798 et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular.

# Independent Assurance Program (IAP)

# Service Request Form Guidance

**GENERAL INSTRUCTIONS AND NOTES**

Requests and required attachments for Caltrans Laboratory Accreditation must be submitted by e-mail: [IA.Service.Request@dot.ca.gov](mailto:IA.Service.Request@dot.ca.gov)

Requests are processed in the order in which they are received

All laboratory accreditations and technician certifications follow the procedures outlined in the Caltrans Independent Assurance (IA) Manual.

The general request process is outlined below:

1. Private/Public entity submits a completed request form and required attachments.
2. Cursory review of submitted package is performed for completeness.
3. Request is assigned to an IA personnel.
4. Assigned IA will review submitted package for technical content and request additional information as needed.
5. Laboratory accreditation and/or technician certification is coordinated and performed.
6. Once completed, accreditation and/or certification information is input into the Statewide IA Database: <https://sia.dot.ca.gov/index.php>

**FORM SPECIFIC INSTRUCTIONS AND NOTES**

**Caltrans Laboratory Accreditation Request Form**

This Form is required for all laboratory accreditation requests and provides basic laboratory and contact information. A currently advertised, awarded, ongoing Caltrans contract, or a federally funded, Local Assistance project is required to utilize the Caltrans Laboratory Accreditation Request. This form identifies the documents that must be attached to the submittal as well as the documents that must be available at the facility for review. Inability to produce the documents required for review onsite may result in forfeiture of accreditation request. Laboratory Accreditation requests must be submitted 30 days prior to expiration or the requested service date.

**E-mail completed requests to:** [**IA.Service.Request@dot.ca.gov**](mailto:IA.Service.Request@dot.ca.gov)

**LABORATORY ACCREDITATION REQUEST**

**Section 1: LABORATORY INFORMATION**

Requestor: Position/Title:

Laboratory Name: RSP/CT ID #:

Address: City: Zip:

Contact: Phone Number:

E-mail Address: Alternate Phone:

Lab Manager: E-mail:

Lab QC Manager: E-mail:

**Section 2: PROJECT INFORMATION**

A currently advertised, awarded, ongoing Caltrans contract, or a Federally funded Local Assistance project is required for the Independent Assurance (IA) Laboratory Accreditation Request. The project status below will be utilized to prioritize and determine eligibility.

**Project EA:**  (required) **Project Status:**

*Project Status Options: Advertised, Awarded, Ongoing, Federally Funded Local Assistance*

**Section 3: ATTACHED DOCUMENTS**

*The documents below must be provided with the initial laboratory accreditation request.*

1. Complete Caltrans Laboratory Accreditation Manual (see Independent Assurance Manual Appendix F)
2. Updated Reference Sample Program Questionnaire (Form TL-0119)

**Section 4: DOCUMENTS AVAILABLE FOR REVIEW**

*I certify that the below documents are available for review at the laboratory facility. Inability to produce these documents onsite may result in the immediate forfeiture of accreditation request.*

- Facility Specific Safety Manual - Calibration Decals / Equipment Identification

- Laboratory Procedures Manual (LPM) - Copies of current Applicable Test Procedures

- Laboratory Quality Control Manual (LQCM)

*In accordance with the requirements of Caltrans Independent Assurance Manual, I am requesting Caltrans laboratory accreditation for our materials testing laboratory. I have reviewed all aspects and am satisfied that we meet or exceed the requirements detailed in the Independent Assurance Manual and supplemental amendments. By signing below, I consent to have information related to this laboratory posted on the Statewide Independent Assurance Database for purposes of qualification verification.*

**Lab Manager Signature Date**