

1.	AASHTO – American Association of State Highway and Transportation Officials
2.	Acceptance Limits – a low and high number representing an allowable numerical range of values determined by the applicable test method.
3.	AMRL accredited – AASHTO Materials Reference Laboratory accredited.
4.	Batch – a representative quantity of asphalt emulsion that has an NCDOT Batch number assigned to it. Note: Lot and batch have the same meaning throughout this Program.
5.	Calibrate- A process that establishes the relationship (traceability) between the results of a measurement instrument, measurement system, or material measure and the corresponding values assigned to a reference standard.
6.	Certified – Holding appropriate documentation and officially on record as qualified to perform a specific function or practice a specified skill.
7.	Certified QC technician – Either a Level 1 or Level 2 asphalt emulsion producer competent person certified by the NCDOT IAT.
8.	Check(ing)- A specific type of inspection and/or measurement performed on equipment and materials to indicate compliance or otherwise stated criteria.
9.	COA – Certificate of Assurance is a test results report signed by the Level 2 or accredited laboratory manager.
10.	Comparative sample – See IA-comparative sample
11.	COC – Certificate of Compliance is a test results report signed by the Level 2 or accredited laboratory manager.
12.	Directed sample – sample taken by the Producer’s when requested by a DOT employee.
13.	Fax number – 919-733-8742
14.	Traceability – The property of a result of a measurement whereby it can be related to stated references usually national or international standards, through an unbroken chain of comparisons all having stated uncertainties.
15.	HiCAMS – A NCDOT software used for sample tracking and test results entry. Highway Construction and Materials System.
16.	IA-comparative sampling – two or more samples taken back to back into separate containers for qualifying the lab technicians and equipment periodically.
17.	IAT – Independent Assurance Technician employed by NCDOT. Assesses laboratories and technicians for approval.
18.	Level 1 – Basic certification for testing asphalt emulsion
19.	Level 2 – Advanced certification for overseeing Level 1 technicians and the laboratory. May also serve as the terminal manager. *Serves as <u>the backup technician</u> for testing product in the event of Level 1’s being unavailable.
20.	Lot – terminology used by some Producers to describe a batch of material.
21.	Manager- A competent laboratory person designated by the Producer’s QC Plan Administrator who may also serve as the certified Level 2 person and coordinate terminal and/or laboratory operations.
22.	MTU-Materials and Tests Unit
23.	NCDOT Asphalt Inspector – DOT employee responsible for initial terminal inspection

	and approval for shipping product, assessment of terminal's sampling personnel, and retrieving QA samples for M&T Lab verification testing. This term is shortened to Inspector throughout this Program.
24.	NCDOT Certified Lab- lab inspected and approved by the NCDOT IAT
25.	Producer's facility/laboratory- Asphalt Emulsion Producer terminal or Laboratory that is listed in the QC Plan.
26.	Producer's Lab – an AMRL accredited or NCDOT Certified laboratory
27.	Program – NCDOT Asphalt Emulsion Quality Control/Quality Assurance Program
28.	QA – Quality Assurance –A review of a manufactured product, or manufacturing process or service after asphalt emulsion production completion to determine the degree of quality achieved and deficiencies that need correction
29.	QC – Quality Control – Policies and procedures designed to maintain optimal levels of quality, accuracy and efficiency in the production, selling and distribution of asphalt emulsions.
30.	QC Administrator – Develops Quality Control plans for Producers but is not directly involved in the manufacture of product at the QC site.
31.	QC equipment verification – the process of verifying that the equipment in use is accurate by standard procedure checks.
32.	Qualified- To make competent or eligible for a position or task. (a) To make competent or capable; certify. b) To make legally capable; license
33.	Sampler – Asphalt Emulsion Sampler certified by the NCDOT Asphalt Inspector
34.	Split sample – a sample that has been divided into two or more portions representing the same material.
35.	Standardize- A process that determines whether adjustments are needed to a specific piece of equipment when its performance is compared with that of a generally accepted standard.
36.	Technician- competent laboratory sampling and/or testing person, qualified by NCDOT.
37.	Verification Sample – A random and independent sample taken for validation of the Producer's Quality Control's testing and verification of the material quality
38.	Independent assurance – this term is defined as evaluating the performance of the qualified sampling and testing personnel and testing equipment used.
39.	Random sample – a sample taken in order to eliminate any intentional or minimize any unintentional bias on the part of the person taking the sample.
40.	Verify- A process that establishes whether the results of a previously calibrated measurement system, or material measure are stable. See also QC equipment verification.