

# Memo



**To:** Participants of AASHTO's NTPEP Audit Programs  
**From:** Katheryn Malusky, Senior Program Manager for NTPEP  
**Date:** July 9<sup>th</sup>, 2020  
**Re:** COVID-19 Update for AASHTO NTPEP Audit Program


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This memo acts as a follow-up I sent to you on April 7<sup>th</sup> and it serves as an update for NTPEP to conducting audits. As you are aware, NTPEP on-site audits have been suspended since the beginning of the COVID-19 pandemic in March. Remote audits have been being conducted since that time in order to make sure all facilities have an audit completed in 2020.

NTPEP is now moving toward transitioning back to on-site audits for some locations, depending on a variety of factors. After careful evaluation of CDC and state guidelines, you will be contacted by a NTPEP staff member or a NTPEP contracted Auditor to discuss options for your facility. Remote audits will continue to take place for the remainder of this year in certain instances where conducting an on-site audit is not possible.

This information is also being relayed to all AASHTO state agencies. Please do not hesitate to contact me if you have any questions or concerns. I appreciate your patience as we work through this situation.

Sincerely,



Katheryn Malusky  
Senior Program Manager, NTPEP  
AASHTO Executive Offices  
555 12<sup>th</sup> Street NW, Suite 1000  
Washington, DC 20004

# Memo



**To:** Participants of AASHTO's NTPEP Audit Programs

**From:** Katheryn Malusky, Senior Program Manager for NTPEP

**Date:** April 7<sup>th</sup>, 2020

**Re:** COVID-19 Update for AASHTO NTPEP Audit Program

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In the memo I provided to you on March 13<sup>th</sup> (attached below this memo), I indicated a re-evaluation would be conducted on April 10<sup>th</sup> to determine if NTPEP on-site audits would continue to be suspended while the COVID-19 pandemic is going on.

Since the Center for Disease Control and Prevention (CDC) still has strong restrictions in place, beginning immediately, NTPEP will begin conducting remote-audits. A remote audit is an alternate to a traditional on-site audit in which the manufacturing facility, documentation, product sampling, and quality testing are reviewed over live video conferencing. Supporting documentation will be provided digitally to the Auditor. All documentation resulting from the remote audits will be available in DataMine in the same manner on-site audit documentation is provided to both the manufacturers and the AASHTO member departments.

A NTPEP team member will send an invitation via email to those facilities invited to have a remote audit conducted at their facility. Please do not reach out to the NTPEP staff to ask for a remote audit to be conducted at your facility. If you do not receive an invitation, an on-site audit will be conducted at your facility in 2020. Remote audits will only be conducted during the COVID-19 pandemic.

This information is also being relayed to all AASHTO state agencies. Please do not hesitate to contact me if you have any questions or concerns. I appreciate your patience as we work through this situation.

Sincerely,



Katheryn Malusky  
Senior Program Manager, NTPEP  
AASHTO Executive Offices  
555 12<sup>th</sup> Street NW, Suite 1000  
Washington, DC 20004



# Memo

**To:** Participants of AASHTO's NTPEP Audit Programs

**From:** Katheryn Malusky, Senior Program Manager for NTPEP

**Date:** March 13<sup>th</sup>, 2020

**Re:** Suspension of Scheduled NTPEP On-Site Audits (located in North America) as a Result of COVID-19 Pandemic

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In accordance with what the Center for Disease Control and Prevention (CDC) is recommending and for the safety and health of all parties involved, effective immediately, all NTPEP on-site audits (located in North America) have been suspended through Friday, April 10<sup>th</sup>, 2020. This is resulting from the COVID-19 Pandemic as well as some strict visitor policies some companies have put in place.

A re-evaluation will be conducted on April 10<sup>th</sup> to determine if the suspension of on-site audits will continue after April 10<sup>th</sup>. You will receive a memo on April 10<sup>th</sup> notifying you of the results of this re-evaluation.

For those who are scheduled to have an on-site audit conducted at your facility between now and April 10<sup>th</sup>, the NTPEP team will work with you to make sure an on-site audit is conducted at your facility in 2020.

This information is also being relayed to all AASHTO state agencies. This is a unique situation and exceptions will need to be made related to the technical aspect for this program.

Please do not hesitate to contact me if you have any questions or concerns. I appreciate your patience as we work through this situation.

Sincerely,



Katheryn Malusky  
Senior Program Manager, NTPEP  
AASHTO Executive Offices  
555 12<sup>th</sup> Street NW, Suite 1000  
Washington, DC 20004