

MEMO

State of Wisconsin

Date: July 9, 2009
To: Contractors / Consultants Laboratories
From: Ken N. Nwankwo, P.E.
Subject: 2009 Laboratory Re-Qualification Notification

This is a solicitation for you to renew and update your laboratories' qualification for year 2009. In accordance with WisDOT laboratory qualification program requirements, all qualified laboratories must renew their certification annually with the WisDOT Materials Management Section (MMS). Regardless of when your laboratory's qualification was granted, the first Monday in January is the anniversary date for its renewal.

Both new and renewal applications can be done on-line at the WisDOT lab qualification website <http://www.dot.wisconsin.gov/business/engrserv/lab-requirements.htm>

When applying on-line, you will be required to log on using your WisDOT issued ID and password to access the application form. If you do not have a WisDOT issued ID and password, you can register on-line once you try accessing the application form. Registration takes about five minutes. If on the other hand you already have a user ID and password for WisDOT secured (Extranet) sites, you may go directly to the online Laboratory Qualification Application Form located at - <https://trust.dot.state.wi.us/labqual/index.jsp>. If you wish to print a hard copy of the application form and send it by mail, do make sure to follow the instructions as outlined under 'Program Requirements' on the Laboratory Qualification website.

Also, be aware that there have been some updates/changes to AASHTO R18 in the 2008 'Standard Specification for Transportation Materials and Methods of Sampling and Testing'. WisDOT is requesting that all qualified laboratories adhere to these updates/changes. Contact me if you have any questions on these updates/changes or need a brief summary of the changes

I strongly recommend that you familiarize yourself with the WisDOT laboratory qualification website since that is the location for current information, announcements and updates.

Note that failure to send in an application will result in the loss of recognition of your laboratory after your current qualification expires. Qualification however will not be granted to those laboratories seeking renewal if our records show that they have not resolved outstanding deficiencies found during formal inspection by the WisDOT MMS staff.

Feel free to call me at 608-246-5388 or email Kenneth.nwankwo@dot.state.wi.us if you have any questions or comments. Thank you.