

MEMO

State of Wisconsin

Date: February 28, 2011
To: Contractors / Consultants Laboratories
From: Ken N. Nwankwo, P.E.
Subject: 2011 Laboratory Re-Qualification Notification

This is a reminder to renew and update your laboratories' qualification for year 2011. 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 web site – <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 issues 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 – <http://trust.dot.state.wi.us/labqual/index.jsp>

If you wish to print a hard copy of the application form and send it my mail, do make sure to follow the instructions as outlines under 'Program Requirements' on the Laboratory Qualification Program web site.

Also, WisDOT is requesting that all laboratories adhere to the current updates /changes to AASHTO R18-10 Standard Recommended Practice for Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories. Contact me if you have any questions on these updates/changes.

I strongly recommend that you familiarize yourself with the WisDOT Laboratory Qualification Program web site since that is the location for current information, announcements and updates.

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

Feel free to contact me at 608-246-5388 or by email if you have any questions or comments. Thanks much.

Kenneth N . Nwankwo, P.E.

Wisconsin Department of Transportation
Materials Management Section - BTS
Phone: 608-246-5388
Fax: 608-246-4669
e-mail: kenneth.nwankwo@dot.wi.gov