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Attn: Construction Materials Testing Firms/Agencies/Contractors

To comply with Title 23 Code of Federal Regulations (CFR) Part 637, the Materials Management Section of the Wisconsin Department of Transportation (WisDOT) is requesting that all personnel, equipment, and laboratories participating in materials testing used for acceptance decisions on State and Federal Aid projects be qualified under the Wisconsin Department of Transportation Laboratory Qualification Program. CFR §637.209 states the following.

After June 29, 2000, all contractor, vendor, and STD testing used in the acceptance decision shall be performed by qualified laboratories.

This requirement is to assure that sampling and testing are being performed properly and that consistent, reproducible test results are achieved. Although most laboratories (permanent, field and trailer) currently participant in the program, some organizations involved with just field testing are not. Those performing acceptance testing and not currently qualified under the WisDOT Laboratory Qualification Program have until January 1st, 2024, to apply to the laboratory qualification program. After an application is successfully submitted and reviewed, labs will be added to the qualified list and can test on WisDOT projects. Audits will be conducted during the 2024 calendar year (once per year) to maintain lab qualification.

Three things to note regarding laboratory inspections include:

- WisDOT recommends use of AASHTO R-18 for establishing and implementing each laboratory's quality system manual.
- No matter the laboratory size or number of certified test procedures, inspection of the testing facilities will be treated equally.
- For organizations who only conduct field Testing and do not have a lab facility, the quality system manual should include the following:
 - WisDOT Qualified test procedures an organization is applying for,
 - firm or company name and contact information,
 - list of equipment used for testing and their calibration reports,
 - and testing personnel qualification documents.

Information on the WisDOT Laboratory Qualification Program including application procedures and more can be found at the link below:

<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/tools/appr-prod/qual-lab-req.aspx>

Contact me by email or Ken Nwankwo at Kenneth.nwankwo@dot.wi.gov , phone #: 608-246-5388 if you have any questions on this issue.

Thank you,
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