




COLORADO
Department of Transportation

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MEMORANDUM

TO: REGION TRANSPORTATION DIRECTORS, PROGRAM ENGINEERS, RESIDENT ENGINEERS,
REGION MATERIALS ENGINEERS
FROM: STEPHEN HARELSON, CHIEF ENGINEER 
DATE: March 16, 2020
RE: TEMPORARY EXTENSION OF TESTING CERTIFICATIONS - OWNER ACCEPTANCE TESTING

This Chief Engineer Memorandum is being issued to provide guidance to CDOT Regions related to Qualification of Testing Personnel on CDOT Projects. Per Colorado Procedure (CP) 10, and to ensure continued compliance with 23 CFR 637 Subpart B, CDOT requires that personnel conducting Owner Acceptance (OA) testing on CDOT projects, and those conducting Process Control (PC) be qualified. Qualification requirements for various tests conducted on are project can be found in CP-10.

Owner Acceptance tester certifications are currently entered and tracked in our SMM/LIMS program. If a certification expires for an OA tester, they are locked out of the system and cannot enter test results for items associated with the lapsed certification. Given the issues and concerns related to COVID 19, and the State's efforts to limit exposure and spread of the virus, many upcoming certification courses (ACI, WAQTC, SMM/LIMS, and LabCAT) have been, or will be postponed or cancelled. It is recognized that some of these cancellations may cause testing certifications to expire or lapse as a result. To address those potential situations, the following guidance is being provided:

- 1) For OA technicians with current certifications that will lapse or expire over the next couple of months, the certification date associated with the technician should be manually changed in the SMM/LIMS program to allow for continued testing on active projects. For certifications that lapse between March 1, 2020 and May 30, 2020, it is recommended that certification dates should be extended at least through June 1, 2020. Possible future extension of these dates may be needed.
 - a. Regions that temporarily extend certification end dates for OA technicians should track the extensions using the google spreadsheet that can be accessed at the following link: [Certification Extension Tracking Sheet](#). Region Materials Engineers have been provided access to this sheet and can make those changes.
- 2) For Process Control testing, Regions should document those PC tester certifications that may expire or lapse in the project files on active construction projects.
- 3) With suspension of certification courses, Regions are reminded that CP-10 does allow for Acceptance Testing by non-qualified new employees. The durations those new employees can conduct testing vary by materials and can be viewed in CP-10. Please note that quality assurance testing performed by non-qualified new employees under this allowance must be conducted under direct, day-to-day supervision of an employee that is qualified. Under no instance should non-qualified personnel conduct acceptance testing of materials without direct supervision.



Many technician certification classes are currently booked months in advance as it is. As we move forward, cancellation of certification courses will further exacerbate the backlog and demand on these courses. The COVID 19 situation has many unknowns, particularly related to duration impact, this situation will remain fluid. Continued tracking of those personnel who have been granted temporary extensions will be key to helping identify backlog and future demand as these training certification courses are rescheduled. As courses are rescheduled, it is possible that additional temporary extensions to certifications may be required as the backlog of technicians is addressed.

Questions surrounding this process and guidance provided should be directed to Craig Wieden, Materials and Geotechnical Branch Manager.

Cc: Tom Peterson – CAPA
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