



**Washington State
Department of Transportation**



REGISTRATION POLICIES & INFORMATION HANDBOOK

WSDOT Testing Technician Qualification Program

WAQTC Transportation Testing Technician Qualification Program

ABOUT THIS HANDBOOK

The Registration, Policies, & Information Handbook (RP&IH) is intended to be a guidance document for Sampling/Testing Technicians (Testing Technicians) involved in the Washington State Department of Transportation's (WSDOT) Testing Technician Qualification Program (WTTQP) and Western Alliance for Quality Transportation Construction (WAQTC's) Transportation Testing Technician Qualification Program (TTQP). It is, however, the responsibility of the Testing Technician to remain up to date on all matters pertaining to the program. If you have questions about either program, contact the appropriate Agency person listed in this Handbook.

The phrase "Testing Technician" shall be all encompassing and include both individuals that perform sampling and testing.

COPYRIGHT WAQTC / NAQTC “1998”

Copyright © 1998 by WAQTC (Western Alliance for Quality Transportation Construction) / NAQTC (Northwest Alliance for Quality Transportation Construction)
The rights granted under the U.S. Copyright Act (Title 17 of the U.S. Code) as used herein to define WAQTC’s exclusive rights to print, reprint, publish, and vend copyrightable subject matter.
All rights reserved.

Permissions:

The NAQTC/WAQTC owns all rights to its training materials including copyrights to the Electronic Files that may be accessed on WAQTC.org and WAQTC.com. The WAQTC / NAQTC hereby grants you permission to use the materials for training and reference only.

Restrictions:

No part of the materials may be reproduced, downloaded, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying or otherwise, except as expressly authorized by WAQTC.

Use of WAQTC’s logo, images, sound recordings, video recordings, including all derivative works is strictly prohibited without WAQTC’s expressed written consent. Written consent will be duly authorized by WAQTC Executive Board Chairman or Copyright Officer.

The distribution, exchange, publishing, adaptation, modification, sub-leasing, selling, renting, the act of requesting donations, charging fees, advertizing, or reproduction of any portion of WAQTC web based / electronically available training materials, logo, image(s), sound and video recording(s), is strictly prohibited without prior written permission and authorization. Failure to obtain this permission will be subject to a WAQTC Copyright Infringement Notice if it is determined to be infringement.

The mentioning of the WAQTC organization, training modules, or other products by name does not imply any intention to infringe, nor should it be construed as a recommendation or endorsement on the part of the WAQTC.

Request permission using the WAQTC permissions form emailed to WAQTC’s Copyright Officer listed at WAQTC.org.

When permission is granted, the authorization only applies to that edition or work and shall not be construed as a blanket authorization for all future versions. Additional copyright requests will be required.

Reproduction of any portion of an AASHTO test method in any format is strictly prohibited without written permission from AASHTO.

TABLE OF CONTENTS

| | |
|---|----|
| List of Abbreviations | 5 |
| WAQTC Transportation Technician Qualification Program..... | 9 |
| TTQP Objectives | 9 |
| Definition of Certification and Qualification (Qualified)..... | 10 |
| Definition of Testing Technician | 10 |
| Who Must Hold a Certification?..... | 10 |
| Qualification / Certification Reciprocity | 10 |
| Disclaimers | 11 |
| Candidates With Disabilities..... | 11 |
| Sampling and Testing Certifications..... | 11 |
| Qualification / Certification Process..... | 12 |
| Examination Administration..... | 13 |
| Testing Technician Certifications / Qualifications | 15 |
| WSDOT Employee Examination Registration | 24 |
| Cancelling Exam WSDOT Employees..... | 24 |
| Non WSDOT Employee Examamination Registration | 24 |
| Certification / Qualification Notification..... | 25 |
| Independent Assurance Audits | 25 |
| Certification Renewel | 26 |
| Complaint Process Including Revocation or Suspension of Certs / Quals | 26 |
| Appendix A WSDOT Registraton Form..... | 27 |
| Appendix B Non-Employee Registration Form | 29 |
| Appendix C Rights and Responsibilities Form..... | 29 |
| Appendix D Complaint Process..... | 30 |

LIST OF ABBREVIATIONS

| | |
|------------|--|
| AASHTO | American Association of State Highway Officials |
| ACI | American Concrete Institute |
| ADOT | Arizona Department of Transportation |
| ASTM | American Society of Testing Officials |
| AgTT | Aggregate Testing Technician |
| AKDOT & PF | Alaska Department of Transportation & Public Facilities |
| AQC | Agency Qualification Committee |
| AsTT-I | Asphalt Testing Technician I |
| AsTT-II | Asphalt Testing Technician II |
| CDOT | Colorado Department of Transportation |
| CFLHD | Central Federal Lands Highway Division |
| CTT | Concrete Testing Technician |
| CSTT | Concrete Strength Testing Technician |
| DTT | Density Testing Technician |
| EBTT | Embankment and Base Testing Technician |
| EBTT/DTT | Embankment and Base Testing Technician/ In-Place Density Testing Technician |
| FHWA | Federal Highway Administration |
| IAI | Independent Assurance Inspector |
| ITD | Idaho Transportation Department |
| LQP | Laboratory Qualification Program |
| MDT | Montana Department of Transportation |
| MQTT | Method Qualified Testing Technician |
| NWCEL | Northwest Council of Engineering Labs |
| NDDOT | North Dakota Department of Transportation |
| ODOT | Oregon Department of Transportation |
| QAC | Qualification Advisory Committee |
| QSM | Quality Systems Manager |
| RP&IH | Registration, Policies, and Information Handbook |
| ST | Sampling Technician |
| TTQP | Transportation Technician Qualification Program |
| UDOT | Utah Department of Transportation |
| WAQTC | Western Alliance for Quality Transportation Construction |
| WFLHD | Western Federal Lands Highway Division |
| WSDOT | Washington State Department of Transportation |
| WTTQP | Washington State Department of Transportation's Testing Technician Qualification Program |
| WQC | WSDOT Qualification Committee |

WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION (WAQTC)

INTRODUCTION

The Western Alliance for Quality Transportation Construction (WAQTC) is comprised of the States of Alaska, Arizona, Colorado, Idaho, Montana, North Dakota, Oregon, Utah, and Washington, and the Western and Central Federal Lands Highway Division (WFLHD and CFLHD) of the Federal Highway Administration. This organization is dedicated to improving the quality of the transportation products and services.

WAQTC MISSION STATEMENT

Provide leadership in the pursuit of continuously improving quality in transportation construction.

Through our partnership, we will:

- promote an atmosphere of trust, cooperation, and communication between government agencies and the private sector.
- respond in a unified and consistent manner to identified quality improvement needs and new technologies that impact the products that we provide.
- provide a forum to promote uniform test standards.
- provide highly skilled, knowledgeable materials sampling and testing technicians.
- provide reciprocity for Qualified testing technicians among accredited Agencies.

PURPOSE OF THE WAQTC

The WAQTC is comprised of at least one representative of each of the member Agencies. WAQTC is focused in three main areas: standardizing test methods (WAQTC, AASHTO, and ASTM), certifying sampler / testers through the WAQTC Transportation Technician Qualification Program (TTQP), and working together on significant national programs including research, training, and technology deployment.

WAQTC BENEFITS OF MEMBERSHIP

Cost savings

Partnering

Savings to contractors and consultants working in more than one state

Sharing resources human, tech, financial

Reducing wasteful duplication

WAQTC ORGANIZATIONAL STRUCTURE

- Executive Board
 - Contributing Member
 - Accredited Contributing Members
 - Advisory member
 - Guest
- Transportation Technician Qualification Program (TTQP) Committees
 - Qualification Advisory Committee (QAC)
 - Agency Qualification Committee (AQC)

WAQTC EXECUTIVE BOARD

The Executive Board is comprised of at least one representative of each of the member Agencies of the WAQTC. This committee is responsible for the mission, objectives, structure, policy decisions, the direction of the WAQTC, and other programs as may be undertaken in the future. Operational guidance for this committee can be found in the WAQTC Bylaws.

WAQTC ACCREDITED CONTRIBUTING MEMBERS

Agencies that have agreed to follow the standards of the TTQP accreditation program will have the status of Accredited Contributing Membership on the Executive Board. These member agency representatives shall have a single vote on all operational matters of the TTQP. Further guidelines can be found in the TTQP operational agreement.

WAQTC TTQP QUALIFICATION ADVISORY COMMITTEE (QAC)

The Qualification Advisory Committee (QAC) is the committee that has the principal task of overseeing technical portions of the TTQP. The QAC acts in an advisory capacity to the Executive Board and reports directly to them. The QAC reviews the program and suggests changes or updates and ensures that the program continues to meet the highest standards. Additional information is contained in WAQTC's TTQP Operational Agreement.

<http://waqtc.org/library/documents/ttqp.pdf>.

Washington DOT QAC Representative:
Kevin Burns
Kevin.Burns@wsdot.wa.gov
360-709-5412

WSDOT’S AGENCY QUALIFICATION COMMITTEE (WQC)

WSDOT’s Qualification Committee (WQC) is responsible for oversight of the Washington Department of Transportation’s Testing Technician Qualification Program (WTTQP). The WQC ensures consistency in the implementation of the program. The WQC consists of a minimum of five members including a committee chair. The WSDOT Quality Systems Manager, or their designee shall serve as the WQC chair. The WQC chair will appoint the remaining committee positions. The members of the WQC are knowledgeable in the administrative procedures of the WTTQP. The WQC is responsible for hearing and acting on allegations of testing technician misconduct, laboratory misconduct and matters that determine the efficient operation of the program. Testing technician complaints brought to the WQC will follow the Testing Technician Complaint Process (*see Appendix C*).

REPRESENTATIVES AND CONTACT POINTS

WAQTC EXECUTIVE BOARD (CONTRIBUTING MEMBERS)

| | |
|---|--|
| Michael San Angelo - AKDOT&PF Michael_SanAngelo@dot.state.ak.us | Vacant – MDT @mt.gov |
| Michael Voth – FHWA Michael.Voth@dot.gov | Amy Beise – NDDOT mlinneman@nd.gov |
| Jesus Sandoval-Gil – ADOT jsandoval-gil@azdot.gov | Larry Ilg – ODOT Larry.D.ILG@odot.state.or.us |
| Craig Wieden, CDOT Craig.Wieden@state.co.us | Scott Nussbaum – UDOT snussbaum@utah.gov |
| Chad Clawson – ITD chad.clawson@itd.idaho.gov | Garrett Webster – WSDOT WebsteG@wsdot.wa.gov |

WAQTC QAC CONTACTS

| | | | |
|--------------------|--|------------------------------|---|
| Alaska AKDOT&PF | Dan Gettman daniel.gettman@alaska.gov (907) 269-6248 | North Dakota NDDOT | Sharon Taylor staylor@nd.gov (701) 328-6937 |
| Colorado CDOT | Madeline Enright madeline.enright@state.co.us (303) 398-6587 | Oregon ODOT | Sean Parker sean.p.parker@odot.state.or.us (503) 986-6631 |
| Arizona ADOT | Brent Conner bconner@azdot.gov (602) 712-8085 | Utah UDOT | Gilbert Arredondo garredondo@utah.gov (801) 633-6269 |
| Idaho ITD | Lori Copeland Lori.Copeland@itd.idaho.gov (208) 332-7176 | Washington State WSDOT | Kevin Burns BurnsK1@wsdot.wa.gov (360) 709-5412 |
| Montana MDT | Misty Miner mminer@mt.gov (406) 233-3607 | | |

Current course or qualification information, Qualified Technicians, updates, and other useful information can be accessed at: www.waqtc.org or by contacting the respective Agencies at the listed numbers.

WSDOT’S TESTING TECHNICIAN QUALIFICATION PROGRAM (WTTQP)

PURPOSE OF THE WTTQP

The purpose of this Qualification program is to provide improved quality in the transportation products that we provide. One means of accomplishing this is by ensuring that individuals have demonstrated abilities to engage in quality assurance activities (quality control, acceptance, and independent assurance) in transportation construction work under the jurisdiction of the WSDOT and those laboratories that perform WSDOT work meet an acceptable level of performance. Unless otherwise specified in the contract documents all technicians who perform WSDOT contract work will have successfully completed WSDOT’s Testing Technician Qualification Program, and laboratories that perform sampling and testing on WSDOT projects will have been Qualified by the Quality Systems Laboratory Review Team.

This program is prescribed to meet, in part, the requirements of The Code of Federal Regulations (CFR) 637, Subpart B - Quality Assurance Procedures for Construction.

WAQTC’s TTQP consists of 8 certification modules including instructional materials used to assist in the training of sampling and testing procedures. WSDOT has adopted 4 of the 8 WAQTC certifications along with the associated training modules. Excluded are WAQTC’s Concrete Testing Technicians (CTT), Asphalt Testing Technician I (AsTT-I), Embankment and Base/In-Place Density Testing Technician (EBTT/DTT), and Self-Consolidating Concrete (SCCTT).

WSDOT’s CTT certification is achieved via reciprocity with the American Concrete Institutes (ACI) concrete certification, ACI Concrete Field-Testing Technician—Grade I.

Multiple Method Qualifications are also included.

WTTQP OBJECTIVES

- To provide highly skilled, knowledgeable materials sampling and testing technicians
- To promote uniformity and consistency in testing
- To provide reciprocity for Qualified testing technicians between WAQTC participating Agencies
- To create a harmonious working atmosphere between public and private employees based upon trust, open communication, and equivalency of Qualification.

DEFINITION OF CERTIFICATION AND QUALIFICATION (QUALIFIED)

Within the context of this guide and program the term *Certification* is defined as confirmation (certificate) that someone has successfully met the qualification requirements, as defined elsewhere in this guide, in one of the technical areas in which WAQTC offers such credentials. *Qualification (qualified)* is defined as the demonstration of the requirements in one of these technical areas.

These are solely credentials as defined by WAQTC and establish that the recipient has demonstrated a required level of knowledge and is eligible to perform work on certain transportation projects under the jurisdiction of the member contracting Agencies or others that utilize this program. This definition does not in any way suggest an affiliation with any national or other organization that provides similar credentials, or accredits organizations to provide similar credentials, in any like areas to those that are included in the WAQTC program.

Qualification (qualified) is also defined as confirmation that someone has successfully met the WSDOT Method Qualification requirements, as defined elsewhere in this guide, A single Method Qualification is designed for those individuals responsible for field and/or laboratory testing of specified materials.

DEFINITION OF TESTING TECHNICIAN

The WTTQP defines testing technician as any person responsible for sampling and/or testing material for acceptance or verification. WTTQP's Testing Technician is synonymous with WAQTC's Transportation Technician.

WHO MUST HOLD A CERTIFICATION/QUALIFICATION?

All individuals responsible for sampling and or testing materials for acceptance, verification, and or, reporting test results, in any of the technical areas in which Certification/Qualification is offered, as defined elsewhere, on any project under the jurisdiction of WSDOT must hold the appropriate Module certification and or Method Qualification, unless otherwise designated in the contract documents.

Certification/Qualification may be granted only after successfully completing the qualification requirements of this program. "Grandfathering" or "exceptions" to the TTQP, other than as noted in the Concrete Qualification, will not be granted.

WAQTC QUALIFICATION / CERTIFICATION RECIPROCITY

Testing technicians must successfully complete all requirements of a WAQTC Certification /Qualification area to be considered Qualified by the WAQTC TTQP in that area. A person completing these requirements, and holding a valid Certification, will then be considered Qualified to perform those specific sampling and testing functions, only, falling under that Certification in any participating Agency of the WAQTC.

Although the testing technician is considered Qualified in that area by all Agencies for the defined test methods, there may be additional Agency specific tests and contract administration or quality assurance procedures, not specifically covered in the WAQTC TTQP Qualification, that the testing technician will be required by that Agency to demonstrate proficiency in. The testing technician should be aware that non-WAQTC Agencies may or may not accept any of these Qualifications. Each individual should verify specific Agency requirements prior to seeking employment.

If an Agency does not require a testing technician to successfully complete the examination requirements for all test methods contained under a Certification module, as defined in this manual, that person will not be considered Qualified under the TTQP in that module. A testing technician must successfully complete all exam requirements before obtaining WAQTC-wide Certification.

Testing Technicians requesting WSDOT's WTTQP program reciprocity from another WAQTC agency must submit a WTTQP Registration form, Rights and Responsibilities form, and evidence of the specific WAQTC certification being applied for. Submit this documentation to WSDOT's QAC representative for review. When approved the WQC chair or their representative will deliver that approval via email. WAQTC Certification(s) granted through the WTTQP will expire after five (5) years, on the same day of the month in which all requirements were successfully completed.

DISCLAIMERS

Certification of an individual by the WAQTC TTQP indicates only that the individual has demonstrated a certain level of competence on a written or performance examination, or both, in a selected field of activity. Members of the WAQTC that are also Contracting Agencies may require Certification of individuals performing activities specified in work contracts or other activities.

Each individual or organization utilizing individuals with certifications must make its own independent judgment of the overall competence of those individuals. The WAQTC specifically disclaims any responsibility for the actions, or the failure to act, of individuals who have certifications through the TTQP.

CANDIDATES WITH DISABILITIES

Persons with disabilities and those who have special needs should notify the exam administrator at the time of registration so that appropriate accommodations can be made.

WAQTC SAMPLING / TESTING CERTIFICATION MODULES

Aggregate Testing Technician AgTT

Asphalt Testing Technician II AsTT-II

Concrete Testing Technician CTT **thru reciprocity with** ACI Concrete Field-Testing Technician Grade 1

In-Place Density Testing Technician DTT

Embankment and Base Testing Technician EBTT

WSDOT SAMPLING / TESTING CERTIFICATION MODULES

Sampling Technician ST
Concrete Strength Testing Technician CSTT thru **reciprocity with** ACI Concrete
Strength Testing Technician

WSDOT METHOD QUALIFICATIONS

WSDOT Method Qualified Testing Technician MQTT

QUALIFICATION / CERTIFICATION PROCESS

To obtain a WTTQP certification including WAQTC modules, WSDOT modules and or WSDOT Method Qualification(s), an individual is required to pass a written and a practical examination demonstrating a knowledge and understanding of how to perform the test method(s) for each Qualification Area. A WTTQP Certified Written Exam Administrator and a WTTQP Certified Performance Exam Administrator shall administer all tests.

An individual may obtain a testing technician certification by either of the following methods:

Method I

- Meet applicable prerequisites for obtaining the Certification and or Qualification.
- Attend the appropriate Certification and or Qualification training course in its entirety
Note: method qualifications may not include structured training
- Complete the Registration form (*appendix A or B*), and a Rights and Responsibilities Agreement (*appendix C*). This agreement outlines the testing technician's rights and responsibilities along with the possible consequences of the abuse and/or negligence of these responsibilities.
- Successfully pass the WTTQP/WAQTC Module Certification or WSDOT Method Qualification written and performance examinations.

Method II

- Meet applicable prerequisites for obtaining the Certification and or Qualification.
- Complete the Registration Form (*appendix A or B*), and a Rights and Responsibilities Agreement (*appendix C*). This agreement outlines the testing technicians' rights and responsibilities along with the possible consequences of the abuse and/or negligence of these responsibilities.

- Successfully pass the WTTQP/WAQTC Module Certification or WSDOT Method Qualification written and performance examinations.

EXAMINATION ADMINISTRATION

The following criteria are common to the examination for each Module Certification and Method Qualification.

Written Examination

- a. Closed Book
- b. A minimum of five (5) questions minimum per test method including multiple choice, true or false, and calculations. Exams will be in English.
- c. Written exam must be completed within 1 ½ hrs.

Performance Examination

- a. Each participant will demonstrate proficiency in the designated test methods.
- b. Open procedure, but the Examinee **will not** have access to the performance exam checklist.
- c. Each procedure must be performed within the time limit set WSDOT.
- d. The Examinee may be asked to explain various steps to the procedure to reduce the full test time. All test method time limits set by WSDOT will take into account the reduction of time due to accelerated steps.
- e. Each test method will have a performance exam checklist with a “P” or “F” checked by the Examiner.

Passing Score - Written/Performance

Written Examination:

- a. Initial exam (first attempt): An overall score of 70% with a minimum of 60% on each test method.
 - An initial exam score below 60% on any one test method, will require re-examination on all test methods.
 - An initial exam overall score below 70% will require re-examination on all test methods.
- b. Re-exam (second attempt):
 - A re-examination shall be scored the same as the initial exam.

Performance Examination:

To pass all performance checklists must have 100% of the blanks checked “P” and each test method must be performed within the designated time limit. The testing technician is allowed two attempts on the first exam.

Re-Examination Policy

Written: Examinees failing the first attempt are required to retake and pass the written examination at the scheduling convenience of the WSDOT Examiner or third-party vendor, if Qualification by the WTTQP is still desired. In no case will the written exam be given before the next calendar day.

Performance: Examinees failing any test method on their first attempt will be offered a second attempt, provided that 50% or more of the initial exam test methods were successfully completed. This second attempt will be scheduled by the lead examiner to take place on the day of the exam when possible. Failure of any one of the prescribed test methods on the second attempt will constitute failure of the entire performance exam.

A second attempt failure of either the written exam or performance exam will be required the examinee to wait 30 days before reapplying to retest for WTTQP/WAQTC Certification, or WSDOT Method Qualification. During the 30 day wait it is strongly recommended attending training, self-study, and hands on training / practice in the Module Certification or Method Qualification area.

Third and fourth attempts will follow the same testing requirements as the first and second attempts. Failure of the fourth attempt at the performance exam will require the examinee to wait until the next calendar year before reapplying to retest for WTTQP/WAQTC Certification, or WSDOT Method Qualification.

TESTING TECHNICIAN CERTIFICATIONS / QUALIFICATIONS

Following is a summary of the approved Testing Technician Certifications:

Aggregate Testing Technician (AgTT):

Aggregate Certification is designed for those individuals responsible for field sampling and testing of aggregate for bases, asphalt mixtures, or Portland cement concrete.

TEST METHODS FOR AGGREGATE CERTIFICATION

| AASHTO/ WAQTC | PROCEDURE | TRAINING Classroom (C) Laboratory (L) | EXAM Written (W) Performance (P) |
|------------------|---|---|--|
| R 90 | Sampling Aggregate Products | C | W, P* |
| R 76 | Reducing Samples of Aggregate to Testing Size | C, L | W, P |
| T 255 | Total Evaporable Moisture Content of Aggregate by Drying | C, L | W, P |
| T 27/T 11 | Sieve Analysis of Fine and Coarse Aggregates Materials Finer Than 75 µm (No. 200) Sieve in Mineral Aggregate by Washing (This is a combined field operating procedure) | C, L | W, P** |
| T 335 | Determining the Percentage of Fracture in Coarse Aggregate | C, L | W, P |
| T 176 | Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test | C, L | W, P |

- * The Examinee may either be asked to physically sample materials or explain the sampling process during the performance examination.
- ** WSDOT will require a written and performance examination on method B, which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in a different method also.

Asphalt Testing Technician II (AsTT-II):

Asphalt II Certification is designed for those individuals responsible for field sampling and testing of asphalt mixtures.

TEST METHODS FOR ASPHALT II CERTIFICATION

| AASHTO/ WAQTC | PROCEDURE | TRAINING Classroom (C) Laboratory (L) | EXAM Written (W) Performance (P) |
|--------------------------|---|--|---|
| R 97 | Sampling Asphalt Mixtures | C | W, P* |
| R 47 | Reducing Samples of Asphalt Mixtures to Testing Size | C, L | W, P |
| T 329 | Moisture Content of Asphalt Mixtures by Oven Method | C, L | W, P |
| T 308 | Determining the Asphalt Binder Content of Asphalt Mixtures by the Ignition Method | C, L | W, P |
| T 209 | Theoretical Maximum Specific Gravity (G_{mm}) and Density of Asphalt Mixtures | C, L | W, P |
| T 166 | Bulk Specific Gravity (G_{mb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens | C, L | W, P* |
| R 66 | Sampling Asphalt Materials | C | W, P* |
| T 30 | Mechanical Analysis of Extracted Aggregate | C, L | W, P |
| T 312 | Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor | C, L | W, P |
| TM 13 | Volumetric Properties of Asphalt Mixtures | C | W, P |

* The Examinee may either be asked to physically sample materials or explain the sampling process during the performance examination.

Concrete Testing Technician (CTT): WTTQP designator (CTT-ACI)

Concrete Certification is designed for those individuals responsible for field sampling and testing of cement concrete. WSDOT’s WTTQP/WAQTC CTT certification is achieved via reciprocity through the American Concrete Institutes Concrete Field-testing Technician Grade 1.

Reciprocity with ACI (American Concrete Institute) Certification “Concrete Field-Testing Technician Grade 1”

- The WTTQP grants reciprocity by submitting evidence of a valid ACI certification (an electronic or hard copy of their ACI Certification Results Report), completed Registration form (*Appendix A or B*), and Rights and Responsibilities form (*Appendix C*).
- Individuals receiving a WTTQP/WAQTC Qualification in Concrete through ACI reciprocity should review the testing standards listed below. ACI’s certification process requires performing ASTM standard test methods. ASTM standards may or may not be the same as the AASHTO and WAQTC standard test methods required by this Qualification.
- By signing the WTTQP Rights and Responsibilities Agreement form, an individual pledges to follow the applicable test methods found in WSDOT’s Materials Manual when sampling or testing on WSDOT projects.

| ASTM / ACI | AASHTO / WAQTC | PROCEDURE |
|--------------|----------------|---|
| C1064/C1064M | T 309 | Temperature of Freshly Mixed Portland Cement Concrete |
| C172/C172M | TM 2 | Sampling Freshly Mixed Concrete |
| C143/C143M | T 119 | Slump of Hydraulic Cement Concrete |
| C138/C138M | T 121 | Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete |
| C231/C231M | T 152 | Air Content of Freshly Mixed Concrete by the Pressure Method |
| C173/C173M | T 196 | Air Content of Freshly Mixed Concrete by the Volumetric Method |
| C31/C31M | R 100 | Method of Making and Curing Concrete Test Specimens in the Field |

Embankment and Base Testing Technician (EBTT):

Embankment and Base Certification is designed for those individuals responsible for testing of soils and soil aggregate mixtures.

Prerequisites for Certification in Embankment and Base Testing: none

Other Requirements:

WSDOT allows the written and performance exams for EBTT and DTT to be combined into a single written exam and single performance exam. This allows the examinee to only be tested once on overlapping test methods; FOP for AASHTO T 255/T 265 and FOP for AASHTO T 99/T180. The written exam whether administered by WSDOT or the third-party vendor would be for EBTT/DTT. When taking the combined Written exam or Performance exam, they will be scored as a single, combined exam.

TEST METHODS FOR EMBANKMENT AND BASE CERTIFICATION

| AASHTO/ WAQTC | PROCEDURE | TRAINING Classroom (C) Laboratory (L) | EXAM Written (W) Performance (P) |
|--------------------------|---|--|---|
| T 255/T 265 | Total Moisture Evaporable Content of Aggregate by Drying / Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure) | C, L | W, P |
| T 99/T 180 | Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop / Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop (This is a combined field operating procedure) | C, L | W, P** |
| R 75 | Developing a Family of Curves | C | W, P |
| T 85 | Specific Gravity and Absorption of Coarse Aggregate | C, L | W, P |

** WSDOT requires a written and performance examination on one of these two methods, AASHTO T 99 or AAASHTO T 180, which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in the other method also.

In-Place Density Technician (DTT):

In-Place Density Certification is designed for those individuals responsible for field testing for In-Place Density on soils, soil aggregate mixtures, aggregate products, and bituminous mixes.

Prerequisites for Certification in In-Place Density:

- *The examinee* must hold a Certificate of Radiation Safety Training that meets the requirements of the United States Nuclear Regulatory Commission (NRC) and the Washington Department of Health (DOH), and HAZMAT Training for the Portable Nuclear Gauge.

Other Requirements:

WSDOT allows the written and performance exams for EBTT and DTT to be combined into a single written exam and single performance exam. This allows the examinee to only be tested once on overlapping test methods; FOP for AASHTO T 255/T 265 and FOP for AASHTO T 99/T180. The written exam whether administered by WSDOT or the third-party vendor would be for EBTT/DTT. When taking the combined Written exam or Performance exam, they will be scored as a single, combined exam.

WSDOT requires Testing Technicians performing The WAQTC FOP for AASHTO T 310 to hold a Method Qualification for WSDOT SOP 615. A DTT module certification must be obtained in concert with or before obtaining the SOP 615 Method Qualification.

TEST METHODS FOR IN-PLACE DENSITY CERTIFICATION

| AASHTO/ WAQTC | PROCEDURE | TRAINING Classroom (C) Laboratory (L) | EXAM Written (W) Performance (P) |
|------------------|--|---|--|
| T 255/T 265 | Total Evaporable Moisture Content of Aggregate by Drying /Laboratory Determination of Moisture Content of Soils (This is a combined field operating procedure) | C, L | W, P |
| *T 99/T 180 | Moisture-Density Relations Using a 2.5 -kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop / Moisture-Density Relations Using a 4.5 4-kg (10-lb) Rammer and a 457-mm (18-in.) Drop Soils (This is a combined field operating procedure) | C | W |
| R 75 | Developing a Family of Curves | C | |
| T 272 | One-Point Method for Determining Maximum Dry Density and Optimum Moisture | C, L | W, P** |
| T 85 | Specific Gravity and Absorption of Coarse Aggregate | C | |
| **T 310 | In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods (Shallow Depth) | C, L | W, P |
| T 209 | Theoretical Maximum Specific Gravity (G_{mm}) of Asphalt Mixtures | C | |
| T 166 | Bulk Specific Gravity (G_{sb}) of Compacted Asphalt Mixtures Using Saturated Surface-Dry Specimens | C | |
| T 355 | In-Place Density of Asphalt Mixtures by Nuclear Methods | C, L | W, P |

* WSDOT requires a performance examination on one of the two methods, AASHTO T 99 or AAASHTO T 180, which may require that a technician seeking employment in another Agency will have to demonstrate proficiency in the other method.

Note: Course work may also include field use of WAQTC TM 15, WSDOT SOP 615, and WSDOT Test Method 716

Concrete Strength Testing Technician (CSTT):

Concrete Strength Certification is designed for those individuals responsible for laboratory compressive strength testing of cement concrete.

Reciprocity for ACI (American Concrete Institute) Certification “Concrete Strength-Testing Technician”

- The WTTQP grants reciprocity by submitting evidence of a valid ACI certification (an electronic or hard copy of their ACI Certification Results Report), completed Registration form (*Appendix A or B*), and Rights and Responsibilities form (*Appendix C*).
- Individuals receiving WTTQP reciprocity should review of the testing standards listed below. The ACI certification process requires performing ASTM standard test methods. ASTM standards may or may not be the same as the AASHTO standard test methods required by this Qualification.
- By signing the WTTQP Rights and Responsibilities Agreement form, an individual pledges to follow the applicable test methods found in WSDOT’s Materials Manual when testing cement concrete for compressive strength.

| ASTM / ACI | AASHTO / WAQTC | PROCEDURE |
|------------------|-------------------|--|
| C617/C617 M | T 231 | Capping Cylindrical Concrete Specimens |
| C1231/C12 31M | | Unbonded Caps for Concrete Cylinders |
| C39/C39M | T 22 | Compressive Strength of Cylindrical Concrete Specimens |
| C78/C78M | T 97 | Flexural Strength of Concrete |

WSDOT WTTQP Sampling Technician (ST):

WSDOT WTTQP Sampling Certification is designed for those individuals responsible for field sampling of aggregates and bituminous mixtures.

TEST METHODS FOR SAMPLING CERTIFICATION

| AASHTO/ WAQTC | PROCEDURE | EXAM Written (W) Performance (P) |
|--------------------------|-----------------------------|---|
| R 90 | Sampling Aggregate Products | W, P |
| R 97 | Sampling Asphalt Mixtures | W, P |
| R 66 | Sampling Asphalt Materials | W, P |

The Examinee may either be asked to physically sample materials or explain the sampling process during the performance examination.

WSDOT Method Qualification Testing Technician (MQTT):

A single Method Qualification is designed for those individuals responsible for field and/or laboratory testing of specified materials. The following are required for each Method qualification:

- A written and performance exam.
- A Registration form and a Rights and Responsibilities form

Method Qualifications will expire after five (5) years, on the same day of the month in which all requirements were successfully completed.

Refer to the WSDOT Materials Manual to identify test methods for MQTT.

WSDOT EMPLOYEE EXAMINATION REGISTRATION

WSDOT employees registering for the written and performance examination must complete a Registration form (*Appendix A*) and a Rights and Responsibilities Agreement form (*Appendix C*) for each Module and or Method where certification / qualification is desired.

Both forms are available online at: Quality assurance program | WSDOT (wa.gov)

Submit both forms to the Region Independent Assurance Inspector (IAI). When the written exam is administered thru WAQTC’s third-party provider, Kryterion, the Region IAI will send the applicant WSDOT’s SOP “Registering for the written examination”. Upon successful completion of the written exam the applicant will submit their written exam scoring to the Region IAI. The Region IAI will then schedule the performance examination.

When both the written and performance examinations are administered by the Region IAI, the IAI will send a receipt of the registration to the applicant/examinee with the date and time of both exams.

Listed here are the Region IAI’s email and telephone numbers.

| Region | Email | Phone Number |
|----------------------|-----------------------------|--------------|
| Northwest | | |
| Brian Curtis | Brian.curtis@wsdot.wa.gov | 206-768-5930 |
| David Brackett | David.brackett@wsdot.wa.gov | 206-768-5926 |
| Olympic | | |
| Graham Cole | Graham.cole@wsdot.wa.gov | 360-633-9725 |
| David Cornell | David.cornell@wsdot.wa.gov | 564-200-3369 |
| Southwest | | |
| Mark Shaw | Mark.shaw@wsdot.wa.gov | 360-905-1533 |
| South Central | | |
| Mike Rhoades | Mike.rhoades@wsdot.wa.gov | 509-577-1798 |
| North Central | | |
| Todd Demott | Todd.demott@wsdot.wa.gov | 509-667-3034 |
| Eastern | | |
| Tom Hoff | Tom.hoff@wsdot.wa.gov | 509-220-0542 |
| Rocky Lynn | Rocky.lynn@wsdot.wa.gov | 509-904-5312 |

CANCELLING EXAM (WSDOT Employees)

For written and or performance exams administered by the Region IAI you must notify the Region IAI at least one day prior to the exam.

NON-WSDOT EMPLOYEE EXAMINATION REGISTRATION

WSDOT's agreement with the Northwest Council of Engineering Labs (NWCEL) allows training and or examination sessions to be administered to consultant and contractor employees, and general public. Individuals wishing to obtain Module Certification in: Aggregate, AgTT; Asphalt II, AsTT II; Embankment, EBTT; In Place Density, DTT and Sampling, ST; or for WSDOT Method Qualifications in FOP's for AASHTO T 304, WSDOT T 813, WSDOT SOP 615 and WAQTC TM 15, can register for the appropriate training and or examination session at; <http://www.nwcel.org/>.

CERTIFICATION / QUALIFICATION NOTIFICATION (When do I become Qualified)

Certification and or qualification conformation shall be delivered via email with an attached signed and approved WTTQP Registration Form and Rights and Responsibilities form. If this email is not received by the Testing Technician within 2 weeks of completion of the exam process, contact the WSDOT Regional Independent Assurance Inspector (IAI) for WSDOT employees and NWCEL for non-employees. Testing Technicians are not certified / qualified to perform testing until they are listed as "Available" in the Tester Qualification database and in receipt of the WQC signed Registration form.

The successful examinees name will be entered into the WSDOT Qualified Testing Technician database. The WSDOT Qualified Testing Technician database will be linked to the WAQTC website. WSDOT's State Materials Laboratory maintains the official registry on the WAQTC website and at: *WSDOT / WAQTC Certified Tester List*. WSDOT WTTQP / WAQTC Qualification numbers are uniquely assigned and will be numbers from 60,000 - 79,999. The number assigned to an examinee with their first Qualification will remain with that individual no matter if additional Qualifications are attained through other WAQTC Agencies.

INDEPENDENT ASSURANCE AUDITS

Independent Assurance (IA) audits determine an Active Testers (Active Testing Technicians) conformance to the sampling and testing procedures listed in the WSDOT Materials Manual. Audits on Active Testers shall be performed for each Module Certification and each Method Qualification a minimum of once per calendar year. An Active Tester is any testing technician that performs sampling and or testing for acceptance or verification on WSDOT contracts. A Region IAI will perform the IA audit and submit an Audit report to the Quality Systems Manager (QSM). The Audit report shall be reviewed and approved by the QSM or their designee. A finalized Audit report will be issued via email to the Region IAI, Project Engineer, Region Materials Engineer, and the testing technician by the QSM or their designee.

Each calendar year, it is the Active Testers responsibility to notify the region IAI by phone or email within 15 days of any sampling or testing. Failure to notify the region IAI of your initial testing, in any module certification or method qualification each year is an act of Negligence and may jeopardize any or all Module certifications and Method qualifications.

CERTIFICATION / QUALIFICATION RENEWAL

WSDOT's WTTQP Certifications and Method Qualifications are valid for five (5) years, expiring on the same day of the month in which all requirements were successfully completed. The testing technician is responsible for making arrangements for obtaining their applicable renewal and must do so before the expiration date of that Certification and or Qualification. Procedures for Certification/Qualification renewal are the same as for initial Certification/Qualification. Renewal training may or may not be offered. It is the responsibility of the testing technician to stay current of changes to test procedures. WSDOT employees should contact the region IAI for Certification/Qualification renewal arrangements.

THE COMPLAINT PROCESS INCLUDING REVOCATION OR SUSPENSION OF CERTIFICATION / QUALIFICATION

The complaint process including revocation, suspension, and reinstatement of Certification / Qualification is outlined in Appendix D (*Testing Technician Complaint Process*).

Revocation or suspension of Certification / Qualification is the responsibility of WSDOT's Qualification Committee (WQC).

The WQC may revoke or suspend a testing technician's Certifications or Qualifications at any time.

A testing technician whose WAQTC Certifications have been revoked or suspended will be reported to member States per the WAQTC Administration Manual and the TTQP Operational Agreement.

REGISTRATION FORM **WSDOT EMPLOYEES**

WSDOT TESTING TECHNICIAN QUALIFICATION PROGRAM (WTTQP / WAQTC)

| | | | |
|--|--|-------------------|--|
| Name: | <small>First</small> <small>Mi</small> <small>Last</small> | Region: | |
| Phone: | | Office Org. Code: | |
| Email : | | Supervisor: | |
| WTTQP/WAQTC Certified: Yes <input type="checkbox"/> No <input type="checkbox"/> | | WTTQP/WAQTC ID#: | |

| | | |
|--|--|-----------------------------------|
| Desired Certification / Method Qualification | | |
| (Select one qualification per form submitted) | | |
| Original: <input type="checkbox"/> | Reciprocity: <input type="checkbox"/> | Renewal: <input type="checkbox"/> |
| <input type="checkbox"/> Aggregate Testing Technician (AgTT) | <input type="checkbox"/> Asphalt Testing Technician II (AsTT-II) | |
| <input type="checkbox"/> Concrete Testing Technician (CTT) / ACI | <input type="checkbox"/> Concrete Strength Testing Technician (CSTT) / ACI | |
| <input type="checkbox"/> In-Place Density Testing Technician (DTT) | <input type="checkbox"/> Embankment and Base Testing Technician (EBTT) | |
| <input type="checkbox"/> Sampling Technician (ST) | <input type="checkbox"/> Method Qualification <i>Document Method(s):</i> _____ | |

Testing Technicians seeking Certification/Qualification in one of the designated specialties should consult WSDOT's Registration, Policies & Information Handbook (RP&IH) for Certification/Qualification criteria, prerequisites, other policies and requirements, and general information.

Please do not write below this line. For Administration use only.

| | | | |
|---|--|----------------|--|
| Written Examination Date: | | Administrator: | |
| Pass <input type="checkbox"/> Fail <input type="checkbox"/> | | WTTQP ID#: | |
| Performance Examination Date: | | Examiner: | |
| Pass <input type="checkbox"/> Fail <input type="checkbox"/> | | WTTQP ID#: | |

| | | | |
|-------------------------------------|--|------------|--|
| Signature of WQC Chair or Designee: | | WTTQP ID#: | |
| | | Date: | |

REGISTRATION FORM **NON-WSDOT EMPLOYEES**

WSDOT TESTING TECHNICIAN QUALIFICATION PROGRAM (WTTQP / WAQTC)

| | | | |
|--|--|------------------------------|--|
| Name: | <small>First</small> <small>Mi</small> <small>Last</small> | Personal Address: | |
| Phone: | | | |
| Email: | | | |
| Employer: | | Technical Director Email: | |
| WAQTC/WTTQP Certified: Yes <input type="checkbox"/> No <input type="checkbox"/> | | WAQTC/WTTQP ID#: | |

| | | |
|--|--|-----------------------------------|
| Desired Certification / Method Qualification | | |
| (Select one qualification per form submitted) | | |
| Original: <input type="checkbox"/> | Reciprocity: <input type="checkbox"/> | Renewal: <input type="checkbox"/> |
| <input type="checkbox"/> Aggregate Testing Technician (AgTT) | <input type="checkbox"/> Asphalt Testing Technician II (AsTT-II) | |
| <input type="checkbox"/> Concrete Testing Technician (CTT) / ACI | <input type="checkbox"/> Concrete Strength Testing Technician (CSTT) / ACI | |
| <input type="checkbox"/> In-Place Density Testing Technician (DTT) | <input type="checkbox"/> Embankment and Base Testing Technician (EBTT) | |
| <input type="checkbox"/> Sampling Technician (ST) | <input type="checkbox"/> Method Qualification <i>Document Method(s):</i> _____ | |

Testing Technicians seeking Certification/Qualification in one of the designated specialties should consult WSDOT's Registration, Policies & Information Handbook (RP&IH) for Certification/Qualification criteria, prerequisites, other policies and requirements, and general information.

Please do not write below this line. For Administration use only.

| | | | |
|---|--|----------------|--|
| Written Examination Date: | | Administrator: | |
| Pass <input type="checkbox"/> Fail <input type="checkbox"/> | | WTTQP ID#: | |
| Performance Examination Date: | | Examiner: | |
| Pass <input type="checkbox"/> Fail <input type="checkbox"/> | | WTTQP ID#: | |

| | | | |
|-------------------------------------|--|------------|--|
| Signature of WQC Chair or Designee: | | WTTQP ID#: | |
| | | Date: | |

APPENDIX C
RIGHTS AND RESPONSIBILITIES AGREEMENT
WSDOT TESTING TECHNICIAN QUALIFICATION PROGRAM

This document affirms that _____, hereinafter the Testing Technician (Sampler/Testing technician), desires to be Qualified by the Transportation Testing Technician Qualification Program of Washington (WTTQP).

Certification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so qualified by TTQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the Sampler/Testing technician in accordance with the required test procedures. By signing this document, the Sampler/Testing technician agrees to abide by all the terms of the WTTQP included in the Registration, Policies, & Information Handbook and as set forth by the Washington State Transportation Department.

As a Testing Technician it is your responsibility to notify the WSDOT region Independent Assurance Inspector (IAI) by phone or email within 15 days of any sampling or testing during each calendar year. The regional IAI must audit your testing conformance to the procedures found in the WSDOT Materials Manual at:

<https://wsdot.wa.gov/engineering-standards/all-manuals-and-standards/manuals/materials-manual>

Failure to notify the regions IAI of your initial testing, in any module certification or method qualification each year is an act of Negligence.

Findings of negligence or abuse of these rights and responsibilities will be penalized according to the decision of the WSDOT's Qualification Committee (WQC).

Negligence is defined as unintentional deviations from approved procedures or the unintentional failure to follow the requirements of the WTTQP. A finding of negligence may result in suspension of Certifications & Qualifications. Repeated incidents of negligence may become abuse.

Abuse is defined as intentional deviations from approved procedures or the intentional failure to follow the requirements of the WTTQP. A finding of abuse will result in Certification & Qualification suspension. Subsequent findings of abuse may result in permanent revocation of Certification & Qualification.

Revocation or suspension of one Certification and Qualification will be considered a revocation or suspension of all Certifications and Qualifications held by the Testing Technician (Sampler/Testing technician).

Further clarification on Negligence, Abuse, Revocation, Suspension, & Denial of Certification and Qualifications are located in the Registration, Policies and Information Handbook issued by WSDOT.

I, _____, have read, understand, and agree to abide by the rights, responsibilities, and penalties associated with receipt of this Certification and or Qualification.

Signature

WTTQP/WAQTC #

Date

| | |
|--|--|
| <input type="checkbox"/> Aggregate Testing Technician (AgTT) | <input type="checkbox"/> Asphalt Testing Technician II (AsTT-II) |
| <input type="checkbox"/> Concrete Testing Technician (CTT) / ACI | <input type="checkbox"/> Concrete Strength Testing Technician (CSTT) / ACI |
| <input type="checkbox"/> In-Place Density Testing Technician (DTT) | <input type="checkbox"/> Embankment and Base Testing Technician (EBTT) |
| <input type="checkbox"/> Sampling Technician (ST) | <input type="checkbox"/> Method Qualification (Identify Method): _____ |

TESTING TECHNICIAN COMPLAINT PROCESS

The Washington State Transportation Testing Technician Qualification Program (WTTQP) is intended to assure qualified personnel are performing all sampling and or testing for acceptance and verification on WSDOT construction projects.

The Testing Technician Complaint Process provides guidance on how to deal with concerns of testing technicians not following approved processes and procedures. Any individual may file a complaint against a qualified testing technician regarding sampling or testing procedures or practices. WSDOT Independent Assurance Audits are one method for submission of issues with testing technicians.

Another is through section 1-06.2 (1) par.4 of the WSDOT Standard Specifications: “The Contractor may observe any of the sampling and testing performed by the Engineer. If the Contractor observes a deviation from the specified sampling and testing procedures, the Contractor shall verbally describe the deviations observed to the Engineer or designated representative immediately and shall confirm these observed deviations in writing to the Engineer within 24 hours, referencing the specific procedures and steps. The Engineer will respond in writing within 3 working days of the receipt of the Contractor’s written communications.”

All complaints must be in writing and sent to one of the following: the Region IAI, the Region Materials Engineer, or the Quality Systems Manager, within 10 business days of the incident. Complaints must include the date and time of the incident, the name of the testing technician, their WTTQP/WAQTC number, a detailed explanation of what they observed, and when applicable the title of the test procedure in question.

The person filling the complaint should indicate whether they believe the issue is a case of “Negligence” or “Abuse”.

- **Negligence** is defined as unintentional deviations from approved procedures or the unintentional failure to follow the requirements of the WTTQP. Repeated incidents of negligence may become abuse.
- **Abuse** is defined as intentional deviations from approved procedures or the intentional failure to follow the requirements of the WTTQP.

Revocation or Suspension of Certifications / Qualifications:

The WQC may revoke or suspend a testing technician’s Certifications or Qualifications at any time. A proposed revocation or suspension letter will be sent to the individual along with the individual’s right to appeal.

A proposed revocation or suspension becomes effective the 11th business day from the date the letter is sent by the WQC and will be affirmed, modified, or vacated following any appeal.

Appealed revocations or suspensions shall be withheld pending the results of this process.

Testing Technician Negligence:

Negligence is less severe than abuse and should be resolved in a positive fashion so that learning and increased knowledge may be accomplished. The complaint process for negligence is intended primarily to allow a means of tracking the types of problems & issues being encountered. In addition, it will track testing technicians who have repeat incidents of negligence.

When an act negligence is suspected a Complaint of Negligence must be filed in writing with the Region IAI, the Region Materials Engineer, or the Quality Systems Manager (QSM). The Region IAI and or the QSM's designee will investigate all complaints of negligence within 10 business days of the receipt of the written complaint.

When an act of negligence is witnessed by an IAI, the IAI will follow the Complaint of Negligence process by documenting the action and take appropriate steps.

Complaint of Negligence process is as follows:

1. A single incident of negligence may be resolved through intervention by the Independent Assurance Inspector (IAI). The IAI will supply clarification to the testing technician on the proper performance of sampling and test procedures. In the case where an IAI Audit was found to contain negligence, a follow up audit is required.

An Independent Assurance Audit report that identifies an incident of negligence will be sent to the Quality Systems Manager (QSM). The Audit report shall be reviewed and approved by the QSM or their designee. A finalized audit report will be issued via email to the Project Engineer, Region Materials Engineer, and the testing technician by the QSM or their designee. The QSM will maintain an electronic file containing all reports of negligence.

2. A second documented incident of negligence will be investigated by the QSM's designee to determine if the WQC needs to review the complaint. Investigations shall include an opportunity for the testing technician to submit in writing any evidence held by them.

A WQC review may result in a suspension of certification/Qualification for up to thirty 30 calendar days.

3. A third documented incident of negligence will be investigated by the QSM's designee to determine if the WQC needs to review the complaint. Investigations shall include an opportunity for the testing technician to submit in writing any evidence held by them.

A WQC review may result in a suspension of Certification/Qualification for up to one hundred and eighty days (180).

4. A fourth documented incident of negligence will be considered abuse and will be processed as a Level 1 abuse.

Testing Technician Abuse:

When abuse is suspected a Complaint of Abuse must be filed in writing with the Region's IAI, Region Materials Engineer, or Quality Systems Manager (QSM). The Region IAI and the QSM's designee will investigate all complaints of abuse within 10 business days of the receipt of the written complaint.

Upon receipt of the Complaint of Abuse, the Region IAI or QSM's designee will contact the person submitting the complaint for more information.

When an act of abuse is witnessed by an IAI, the IAI will issue an audit report documenting the possible issue of abuse. That Independent Assurance Audit report will identify the incident of abuse and will be sent to the Quality Systems Manager (QSM). The Audit report shall be reviewed and approved by the QSM or their designee. A finalized Audit report will be issued via email to the Project Engineer, Region Materials Engineer, and the testing technician by the QSM or their designee. The QSM will maintain an electronic file containing all reports of abuse.

The Region IAI and the QSM's designee will jointly investigate all reports of abuse.

The QSM's designee and the IAI will document all steps taken to investigate a Complaint of Abuse and submit this information to the WQC. Investigations shall include an opportunity for the testing technician to submit in writing any evidence held by them.

Abuse is identified as one of two levels of severity:

- **Level 1-**The first level of abuse is identified as the least severe. This level is typically identified as intentional deviations from approved WTTQP processes and or procedures with no evidence of intent to misrepresent the quality of material being incorporated in the project.

This level of abuse will result in a minimum one hundred and eighty days (180) suspension of Certification/Qualification. The exact duration of the suspension is set by the WQC depending on the circumstances encountered.

A second incident of this level of abuse will result in a minimum one (1) year suspension of Certification/Qualification.

- **Level 2-** The second level of abuse is more severe and is identified by intentional deviations from approved WTTQP processes and or procedures with the intent to misrepresent the quality of material being tested. This level of abuse requires a minimum of one (1) year suspension but can be determined severe enough to warrant a permanent suspension (revocation) of Certification/Qualification.

A second incident of this level of abuse will result in permanent revocation of all WTTQP certifications/Qualifications.

Reinstatement of Suspended Certification(s)/Qualification(s):

All suspensions require the development of a Corrective Action Plan (CAP). The testing technician, and Project Engineer or the testing technician's employer (for non-WDOT employees) must develop this plan. The testing technician will be required to sign the CAP to acknowledge their understanding of the plan. Submit the CAP to the QSM for approval.

The Testing Technician may be required to attend additional training and retake a specific Module Certification or Method Qualification as part of the Corrective Action Plan.

Reinstatement of suspended WTTQP Certifications/Qualifications requires the testing technician to meet all the requirements set out in the suspension and approved CAP. Once those requirements have been met a letter shall be submitted to the WQC chair requesting the suspension to be lifted.

The WQC chair or their designee will confirm that all the suspension requirements have been met. When confirmed, the WQC chair will reinstate any WTTQP Certifications/Qualifications that have not expired to an "Available" status. Any Module Certifications and or Method Qualifications that were in "Pending" status at the time of the investigation whose outcome was a suspension shall be reviewed to determine their status.

Appeal process for Revocations/Suspensions

After receiving notification of suspension or revocation from the WQC chair, the testing technician has 10 business days to appeal to the State Materials Engineer. The appeal shall be in writing and must present new factual evidence that the WQC's decision was incorrect regarding the complaint of negligence or abuse.

The State Material Engineer or their designee will render a decision on the appeal within 15 business days from the appeal receipt date.

The decision of the State Materials Engineer or their designee is final and will become effective the next business day.