

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-3-3
<b>STANDARD OPERATING PROCEDURES</b>			Page 1 of 2
Subject: S.O.P. CERTIFICATION OF TECHNICIANS TO PERFORM TESTING			Distribution A, B, C, D, E
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**PURPOSE:** To State The Requirements For Certification Of Technicians To Perform Tests And Sample Materials On State Aid Construction Projects.

1. GENERAL:

- 1.1. It is not the purpose of this S.O.P. to set up a training program for laboratory technicians in the MDOT Central Laboratory. The applicant for certification must be familiar with all test methods (MT or AASHTO) for which he seeks certification, including sample preparation.

2. CERTIFICATION PROCEDURE:

- 2.1. The County/LSBP Engineer or approved laboratory shall make a written request to the State Aid Testing Engineer to set a date with the MDOT State Materials Engineer for examination of an applicant for certification. This written request shall include the following information with copies to the MDOT Materials Engineer and District Materials Engineer. Refer to S.O.P. No. SA II-3-27 and S.O.P. No. SA II-3-9 for certification procedures related to Concrete and Hot Mix Asphalt respectively.

2.1.1. List all tests for which applicant seeks certification (MT or AASHTO).

2.1.2. Certify that applicant can perform all tests in accordance with the appropriate test method (MT or AASHTO).

2.1.3. Certify that he has copies of current test methods.

2.1.4. County/LSBP Engineer or approved laboratory shall state that they will pay charges for examination of applicant.

- 2.2. Upon receipt of the request as set out in Subsection 2.1 above, the State Aid Testing Engineer shall make a written request to the MDOT Materials Engineer to set a date for examination of the applicant.

- 2.3. Upon receipt of the request from the State Aid Testing Engineer, the MDOT Materials Engineer shall set a date for examination of the applicant and shall give a written notice to all parties concerned.

3. EQUIPMENT:

- 3.1. All equipment for use in testing for State Aid work must be approved by the MDOT Materials Engineer.

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3.2. The applicant will be required to bring with him all equipment that can be easily transported and required in performing tests for which he is seeking certification. Equipment that cannot be easily transported will remain at the applicant's laboratory and the cost for certification is covered in Subsection 4.1 below.

4. COST OF EXAMINATION:

4.1. Cost of examination will be based on a per man-hour basis for actual time spent with applicant. For equipment that cannot be transported to the MDOT Central Laboratory, a charge for this inspection will be made based on travel expense plus man-hour time from MDOT Central Laboratory to County/LSBP Engineer's laboratory or approved laboratory and return to MDOT Central Laboratory.