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## Memorandum

To: All Engineering Project Managers, District Engineering Services Supervisors,  
District Construction Engineers, and District Lab Supervisors

From: Matthew R Strizich, PE

Date: February 22, 2008

Subject: WAQTC Training Requirements for use of Site Manager

Everyone,

Full implementation of SiteManager construction begins with projects in the March letting and materials pilot projects are due to start this spring. With the implementation of SiteManager come some new requirements. One change everyone needs to be aware of is that in order for a SiteManager user to enter test data into the program, that user must receive training and must be properly certified to do so. Simply put, if you are going to enter test data in SiteManager, you must have the applicable up-to-date WAQTC or ACI certification(s) on record. Testers are currently required to be properly certified in the testing they are performing so this is not a new requirement. In addition, field personnel using the nuclear densometer must have an up-to-date certification in order to enter density test information.

Jeff Rayman is out in the Districts right now teaching initial and refresher courses for the WAQTC modules. Please make sure that your people are up-to-date on their certifications. If they have an out-of-date certification, SiteManager will recognize this and they will not be allowed to enter test results and they should not be performing the testing on those items anyway.

Copies: Kevin Christensen, PE- Construction Engineer  
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