

VIRGINIA DEPARTMENT OF TRANSPORTATION

MATERIALS DIVISION

MEMORANDUM

GENERAL SUBJECT: Simplify the New Product evaluation process	NUMBER: MD 433-20
SPECIFIC SUBJECT: Revision to Section 116 of Chapter I of the Manual of Instructions and other Sections impacted by these changes to the New Product Evaluation Process	DATE: July 1, 2020
	SUPERSEDES:
APPROVED:	Charles A. Babish, PE State Materials Engineer Approved: _____

EFFECTIVE DATE

- This memorandum is effective July 1, 2020.
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PURPOSE/NEED/SCOPE/REQUIREMENTS

- To revise Section 116 to clearly state processes and purpose.
 - To include language on referrals to the approved lists.
 - Delete the flow chart / Clear up the step process on submittal process
 - Delete 202.05 of Chapter II in the Manual of Instructions
 - Adding Appendix I-G New Product Evaluation Form
 - Change Special Product Evaluation List (SPEL) to New Product Evaluation List (NPEL)
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Changes are not **Shaded** due to entire section being generally rewritten.

PROCEDURES

SECTION 116 NEW PRODUCTS EVALUATION COMMITTEE PROCESS

Note: Approved Products List - Request for the review of a product that is similar to or meets specifications, special provisions or other Department standards shall be submitted to the appropriate Division listed on the Approved List, if not, continue below.

Sec. 116.01 Purpose/Mission

The intent of the New Products Committee (NPC) is to accomplish the following:

- a) Provide to Vendors a single, centralized Department authority to ensure a uniform and controlled process by which new products will be evaluated consistently and fairly, with intent for the use of such products by the Department and its contractors
- b) Provide a timely review of each new product application, with intent to reduce or eliminate project delays.
- c) Maintain a centralized data bank of new product reviews to include the applications, supporting data for each product and the results of the NPC review.

Sec. 116.02 Definition of New a Product

A **New Product** is defined as an innovative product that will add value, improve quality, and/or increase performance and is not currently deemed to be covered by specifications, special provisions or other Departmental standards. A new product is not solely assessed for its potential cost savings to the Department but evaluated on its ability to meet or exceed current engineering/quality standards. Generally the NPC will limit the scope of its review to materials, which will become a temporary or permanent part of its maintained highway system. Items not considered by the NPC include products that are typically forwarded to the responsible/respective Division of the Department, such as equipment, fuel, and lubricants. Other related items may include computer software programs and general office supplies.

Sec. 116.03 Structure

The composition of the NPC includes at least one representative appointed by the Division Administrator from each division of the following Divisions: Materials (chairperson), Maintenance, Construction, Structure and Bridge, Research Council, Environmental, Location and Design, and Traffic Engineering.

The chairperson has the responsibility to hold regularly scheduled meetings twice a year typically in April and October. Additional meetings will be scheduled as necessary and may include online video conferencing.

Sec. 116.04 Process and Procedures

The evaluation process consists of the four basic steps:

- 1) **Initial Review** - All Vendors wishing to have their products considered must submit a New Products Application form to the chairperson found at:

<http://www.virginiadot.org/business/materials-download-docs.asp>

The chairperson will enlist assistance of the appropriate NPC members to initially review the product(s) documentation to determine if the product(s) meets the definition of a new product and whether the product(s) lends potential value to the Department. If more information is required, the vendor will be contacted within five(5) business days. The initial review will either result in a recommendation for the product(s) to be further reviewed by the NPC or immediate rejection (with explanation) to the applicant; this notification is usually sent to the Vendor within eight (8) weeks after the chairperson has received a complete New Product Application. If the NPC has determined the product(s) has value to VDOT's needs, it will be add to the New Product Evaluation List (NPEL).

- 2) **Preliminary Examination** – The Vendor at his/her option may appear before the committee to present any additional information or visual aids. The Vendor may also schedule and provide a field demonstration through a member of the committee/subcommittee.

The committee will consider any laboratory data made available by the Vendor or secured from other sources during step 1 and 2. A product will not be evaluated until a valid ~~Material~~ Safety Data Sheet is provided.

- 3) New Performance Evaluation – When the Department uses a new product, The Vendor and/or project staff shall notify the corresponding Department person(s) whose name is listed on the NPEL at least five(5) days before installation. Project staff shall follow up with the NPC chairperson on a regular basis, while documenting the product(s)’s performance in the New Product Evaluation Form (Appendix I-G). Contact information will be removed from products that have completed the evaluation process and “no further evaluation” will be noted on the NPEL. If a product is not utilized within two (2) years of being listed on the NPEL, the material will be removed from the list.

Projects will be notified by assigning the designated VDOT# and contact information on the Source of Materials.

The NPC chairperson will be responsible for establishing and maintaining a new products database while publishing an updated NPEL on a monthly basis.

- 4) Writing Specifications, Procedures, etc. – When there are 3 or more of the same type of products, and the products are used frequently, a specification ~~can~~ may be written, while removing the product from the NPEL, and given an acceptance method, and placing the product(s) on the Approved Products List.

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NOTES Appendix I-G attached

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REFERENCES

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COPY DISTRIBUTION:

Deputy Chief Engineer
Division Administrators
District Administrators
District Location & Design Engineers
District Construction Engineers
District Maintenance Engineers
District Bridge Engineers
District Traffic Engineers

VDOT Resident Engineers
Federal Highway Administration
Virginia Ready Mix Association
Precast Concrete Association of Virginia
Virginia Transportation Construction Alliance
Virginia Asphalt Association
American Concrete Paving Association Mid-Atlantic Chapter
Old Dominion Highway Contractors Association

NEW PRODUCT EVALUATION LIST PERFORMANCE EVALUATION FORM

VDOT New Product No.: _____
Trade Name of Product: _____
VDOT Evaluator Name: _____
Date of Report: _____
Photographs Taken: (Yes/No) and where stored: _____
Continue to Evaluate, Call Good on this Project, or Reject: _____

PROJECT INFORMATION:

District: _____ UPC & VDOT Project No.: _____
Location of Installation: _____
Date Product Installed: _____
Installed by: _____
Man'f rep name & contact info if present during installation: _____

What is the primary function or purpose of this product on the project?

Is Environmental monitoring/review/coordination or Industrial Hygienist required with VDOT Env Div?
Attach any sampling needs/results. _____

For installation:

Size, length, number, details of installations (include special handling, equipment, deviation from man'f directions, unique site conditions:

For periodic evaluation after installation:

How is product functioning and holding up

