



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

- REFERRED FOR ACTION
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FOR APPROVAL
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MEMORANDUM

BY DATE
BY DATE
BY DATE

TO: Christopher P. Knotts, P. E.
CHIEF ENGINEER

FROM: Richie Charoenpap, P.E.
ASSISTANT MATERIALS ENGINEERING ADMINISTRATOR

Handwritten signature of Richie Charoenpap

DATE: August 5, 2019

SUBJECT: REVISION REQUESTED FOR EDSM V.4.1.1

I am requesting approval for a revision to EDSM V.4.1.1: New Products Evaluation Committee.

The revisions for EDSM V.4.1.1 include changing the name of the New Products Evaluation (NPE) Committee to Specialty Products Evaluation (SPE) Committee to match the committee's approval list titled Specialty Products List and will help eliminate confusion.

Requested changes have also been verified by the sections affected by this EDSM. These Section Heads have signed below.

If you have any questions or concerns, please feel free to contact me accordingly.

Attachments:

- EDSM current version
EDSM with track-changes proposed
EDSM with proposed changes incorporated

Approval signatures and dates:
RECOMMENDED FOR APPROVAL DATE 08.10.2019
RECOMMENDED FOR APPROVAL DATE 8-26-19
RECOMMENDED FOR APPROVAL DATE 8/27/19
RECOMMENDED FOR APPROVAL DATE 8/28/19
APPROVED DATE 8/28/19

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume	Chapter	Section	Directive Number	Effective Date
V	4	1	1	Aug 28, 2019

**SUBJECT: SPECIALTY PRODUCTS EVALUATION COMMITTEE**

**1. PURPOSE:**

The Specialty Product Evaluation Committee's function is to provide for the structured review, evaluation and implementation of specialty products and procedures submitted to the Department.

**2. SCOPE:**

All specialty products and associated procedures to be evaluated by the department shall be submitted to the Materials and Testing Section and evaluated under the auspices of this committee. The committee shall fully document all submittals, evaluations, and implementation of approved products.

**3. POLICY:**

The committee shall be composed of the division and the section heads, or their proxy, of the below listed divisions or sections:

Bridge Design Section Contracts and Specifications Section Construction Division Louisiana Transportation Research Center Maintenance Division Materials and Testing Section, Committee Chair Purchasing Section Traffic and Planning Section Traffic Services Section.

The Specialty Product Evaluation (SPE) Coordinator and an FHWA representative shall be ex-officio committee members. The SPE Coordinator shall be assigned by the SPE Chairman. The SPE Coordinator shall serve as liaison between the committee, material manufacturers, committee task forces, and evaluators. The Coordinator shall also be responsible for the implementation of committee recommendations. The Coordinator shall coordinate all task forces.

The division or section head may assign a proxy who will represent that division or section head on the committee. The Specialty Product Evaluation Committee shall establish policies and procedures to give structure and consistency to the review, evaluation and implementation of the use of Specialty products.

The members of the committee shall be responsible for reviewing all submittals, deciding whether a product should be evaluated, suggesting the evaluation section, and shall review the evaluation results and recommended material usage.

The Specialty Product Evaluation Committee shall be empowered to appoint task forces to facilitate the accomplishment of its objectives.

Various sections shall be assigned evaluation responsibilities. These sections shall be responsible for conducting the evaluations and reporting the results of the evaluations in a timely manner.

The committee shall meet at least quarterly.

4. **OTHER ISSUANCES AFFECTED:**

All previous memoranda and/or policies regarding establishment and assignment of responsibilities are hereby rescinded.

5. **EFFECTIVE DATE:**

This directive will become effective immediately upon the signature of the Chief Engineer.

A handwritten signature in black ink, appearing to read "Christopher P. Knotts". The signature is written in a cursive, flowing style.

Christopher P. Knotts, P.E.  
Chief Engineer