

## **NEW PRODUCTS EVALUATION COMMITTEE POLICY**

The New Product Evaluation Committee was established by EDSM V.4.1.1. The committee's function is to provide for the structured review, evaluation and implementation of new products and procedures submitted to the Department. All new products and associated procedures submitted to the Department shall be evaluated under the auspices of this committee. The NPE coordinator fully documents all submittals and evaluations and shall implement the recommendations of the committee.

The committee establishes policies and procedures to give structure and consistency to the review, evaluation, and implementation of committee recommendations.

The committee is composed of the Division and Section Heads, or their proxy, of the below listed Divisions or Sections:

- Materials and Testing, Chair
- Materials and Testing, Coordinator
- Warehousing and Procurement Section
- Planning Division
- Louisiana Transportation Research Center
- Bridge Design Section
- Construction Division
- Maintenance Division
- Traffic Engineering and Services

The New Product Evaluation Coordinator and an FHWA representative are ex-officio committee members. The NPE Chairman assigns the NPE Coordinator. The NPE Coordinator serves as a liaison between the committee, material manufacturers, committee task forces and evaluators and is responsible for the implementation of committee recommendations.

The members of the committee are responsible for reviewing all submittals, deciding dispensation, suggesting evaluator assignments, and reviewing the evaluation results and recommended material usage.

Various Divisions/Sections can be assigned evaluation responsibilities. These Divisions/Sections are responsible for conducting the evaluations and reporting the results of the evaluations in a timely manner.

The NPE Committee meetings are usually held in February, May, August, and November at 1:00 p.m. at the Materials and Testing Section, 5080 Florida Blvd., Baton Rouge, Louisiana.

## **EVALUATION PROCESS**

A manufacturer requesting a product evaluation by the department must complete a New Products Evaluation Form available from the Materials and Testing Section. A representative of the manufacturer that officially authorizes the evaluation of the product and acknowledges the "General Notes" on the form must sign the form. Additionally, the manufacturer must send

copies of all product literature, MSDS sheets, prior test data, etc. via email to the New Product Evaluation Committee Coordinator. The committee reviews all new product submittals and decides whether a product should be evaluated. Should the committee decide to evaluate the product, one of the department's sections coordinates the evaluation.

The manufacturer will be notified of the receipt of the submittal. After reviewing NPE Forms and pertinent information from manufacturers, the New Product Evaluation Coordinator determines if the product should be assigned to the NPE Committee or AML. If NPE, an offer number is assigned. This information is then logged into the NPE database. The information is then sent to a task group established to review the product literature, talk to the product manufacturer, other users, etc. and recommend if the product should be evaluated. If the product is determined to have merit, the information is then sent to a task group established to review the product literature, talk to the product manufacturer, other users, etc. and recommend whether the product has merit to the department and should be evaluated. If the product is determined to have merit to the department and will be evaluated, the product is then placed on the agenda for the next meeting. The name of the evaluator will also be provided if applicable. If it is determined that the product does not have merit, the New Product Evaluation Committee Coordinator will send a letter to the manufacturer informing them of the decision. After completion of the evaluation, the manufacturer will be notified of the committee's actions

The Materials and Testing Section must receive all forms and literature at least one month before the NPE committee meeting to be included on that agenda. If it is determined to have merit to the assigned evaluator, he/she may contact the manufacturer to set up a time for the manufacturer to present to interested parties within the department.

The evaluator, when assigned a product, will be given all information received from the manufacturer. It is the responsibility of the evaluator to obtain additional information, product samples, etc. as required. The evaluator shall provide a plan for the evaluation to the committee. The evaluation usually consists of a combination of both laboratory and field evaluations. The evaluations can take one year or longer to complete depending on the product. Products to be evaluated must be supplied at no cost to DOTD. If the product fails to perform it is also the responsibility of the manufacturer to remove the product at no cost to DOTD. For any field evaluation of the product, the manufacturer must attend to ensure the correct installation of the product. At the conclusion of the evaluation, the evaluator makes recommendations to the NPE Committee in writing as to whether or not the product is approved for use by DOTD. All recommendations include all of the supporting information of the evaluation. The evaluator shall also suggest a plan for implementing the product.

The committee performs 3 types of field evaluations.

### **In-State Product Evaluation**

- Once a suitable test location is determined. Product manufacturers must provide materials for the evaluation at NO COST to DOTD. The manufacturer representative is required to be present to ensure that the product is installed correctly. If material fails to perform, it is also the manufacturer's responsibility to remove material from test site at NO COST to the department. If the evaluation site/project cannot be located for 1 year and/or the product is deemed “no need/interest in the product” then the product will be off the list evaluation list and a letter of rejection will be sent to the manufacturer.

### **Out-of-State Product Evaluation**

- If the manufacturer has installed the product outside of the state of Louisiana and it has been determined that the site is suitable for LADOTD to utilize as an evaluation site a committee member will travel to the evaluation site. Travel expenses will be the responsibility of the manufacturer during the evaluation period, an official signed a copy of travel authorization, and disclosure will be given to the manufacturer.

### **APEL/NTPEP Evaluation**

- If no evaluation can be performed and there is an interest in the usage of a product, APEL/NTPEP product evaluation will be recommended and the product will remain off the list until NTPEP has completed the evaluation. If testing has been done prior to submittal to the New Product Evaluation Committee the manufacturer will submit, along with the NPE application, the testing data from NTPEP.

Upon completion of the evaluation, the committee reviews the results of the evaluation and approves or rejects the product. When a product is approved, the manufacturer will be informed via letter attachment in an email. The manufacturer will have to fill out and return the release of information for the website. The New Product Evaluation Committee Coordinator then assigns an Approved Producer/Supplier Code in SiteManger under the material code for Specialty Products List (9999M99999) and adds the product to the Specialty Products List webpage. The manufacturer will receive an email with a screenshot of the webpage containing the PS code.