

# MARYLAND STATE HIGHWAY ADMINISTRATION

## NEW PRODUCTS COMMITTEE

### POLICY AND PROCEDURE

#### **PURPOSE:**

The New Products Committee (NPC) provides a uniform procedure for the consideration and evaluation of new products and processes proposed for use in highways, bridges and incidental construction for the Maryland State Highway Administration (SHA). The NPC will also recommend changes to the Administration's Specifications, Standards, Policies, and Procedures pertinent to the acceptance of new products and/or processes.

#### **SCOPE OF AUTHORITY:**

The NPC has authority to select, test, evaluate and make recommendations with respect to new products or processes as related to highways, bridges and incidental construction.

#### **RESPONSIBILITY:**

The NPC is responsible for deciding which new products and processes merit investigation and evaluation. The NPC will select the appropriate Office(s), Division(s), District(s) or Section(s) to carry out the investigation and/or evaluation of any products or processes to be considered, and coordinate the activities of these groups.

Upon completion of all evaluations, the NPC will document the recommendations in the Maryland Product Evaluation List (MPEL) and submit to the Deputy Administrator/Chief Engineer for Operations for concurrence. All new and qualified products approved will be entered into the Office of Materials Technology's Materials Management System.

#### **ORGANIZATION:**

The NPC is composed of members representing Construction, Maintenance, Highway Development, Bridge Development, Materials and Technology, Traffic & Safety, and Environmental Design. Provisions will be made for representation from other disciplines on an as needed basis.

The NPC is presided over by a Program Manager and three Sub-Coordinators to manage the evaluations and processes.

#### **COMMITTEE MEETINGS:**

The NPC will conduct meetings twice a year on or about the second Wednesday of March and September. Provisions shall be made for informal meetings of NPC sub-groups & Product Officer(s) at more frequent intervals as necessary to properly guide the course of effective investigations and/or evaluations.

The Statewide Sub-Coordinator publishes the agendas and minutes for each meeting. The minutes include summary assessments or progress reports of current New Product Evaluations.

#### **COMMUNICATIONS:**

The NPC shall establish lines of communication through the Program Manager and/or Statewide Sub-Coordinator with AASHTO's Product Evaluation List (APEL), Federal Highway Administration (FHWA), Highway Information Technology Evaluation Center (HITEC), National Transportation Product Evaluation Program (NTPEP), National Cooperative Highway Research Program (NCHRP), and other states and local agencies which may contribute to the evaluations. The Statewide Sub-Coordinator will act as a liaison between these authorities and the NPC to prevent duplications of efforts and to maintain a cooperative partnership.

**MARYLAND STATE HIGHWAY ADMINISTRATION  
NEW PRODUCTS COMMITTEE  
POLICY AND PROCEDURE**

**POLICY:**

1. The Program Manager reserves the right to determine which products/technologies are appropriate for review and evaluation.
2. The NPC does not purchase new product materials for laboratory testing or field evaluations.
3. Manufacturers/Vendors are only permitted two open product evaluations (Statewide, Traffic, or Qualified) at any time. Once an evaluation is completed or assigned field evaluation, the manufacturer/vendor may submit another product/application for consideration. All products Not Approved, are required to wait six (6) months prior to resubmission.
4. The NPC will exercise its authority objectively and will use sound engineering practices and recognize appropriate specification(s) and standard(s) in all evaluations.
5. The NPC will only accept independent or third party test data performed in the United States and test data results must be within the past four years.
6. A Materials Safety Data Sheet (MSDS) will be required for all products submitted for review and evaluation. The MSDS shall be dated within 2 years of submission.

**MPEL PROCESS:**

1. Manufacturer/Vendor submits request to MPEL and provides contact information, product name, product description, and intended use. An auto reply email is sent to the Program Manager to notify that an application request has been submitted.
2. The Program Manager (PM) reviews the request. If all the required information is completed, the PM assigns the product to the appropriate area (i.e. Statewide or Traffic new products, or QPL) within **2-5 business days**.
3. The manufacturer/vendors receives an email from MPEL notifying them to complete one of the following actions listed below:

3A. Statewide New Products - Complete and submit 6 page detailed application which includes product literature, product specification/data sheet, independent or third party test data, warranty documentation, MSDS, and approvals by other Department of Transportation's (DOTs), FHWA, and/or other municipalities. There is also a product cost analysis document included in the application. This action should be completed within **30 days** by the vendor. The manufacturer/vendor can resubmit their product in 6 months if the evaluation is Not Approved. MPEL requires PDF format for all attachments.

OR

3B. Traffic New Products - Complete and submit 6 page detailed application which includes product literature, product specification/data sheet, independent or third party test data, warranty documentation, MSDS, and approvals by other Department of Transportation's (DOTs), FHWA, and/or other municipalities. . There is also a product cost analysis document included in the application. This action should be completed within **30 days** by the vendor. The manufacturer/vendor can resubmit their product in 6 months if the evaluation is Not Approved. MPEL requires PDF format for all attachments.

**MARYLAND STATE HIGHWAY ADMINISTRATION  
NEW PRODUCTS COMMITTEE  
POLICY AND PROCEDURE**

OR

- 3C. Qualified Products List (QPL) - Review the procedures for compliance based on the assigned category of their product. They manufacture/vendor will provide the independent or third party test data, sample, MSDS, and verification of payment. MPEL requires PDF format for all attachments. The manufacturer/vendor can resubmit their sample in 6 months if the sample fails evaluation.
4. Manufacture/Vendor completes the next step in MPEL (i.e., Statewide or Traffic new product 6 page detailed application, or submit the information & payment requested in the QPL Procedure). It is the responsibility of the manufacturer/vendor to download all required information or attachments into MPEL for review and evaluation.
5. Program Manager receives an e-mail that an application or QPL information has been submitted into MPEL.
- Program Manager reviews application or QPL information for completion and then delegates to the appropriate Sub-Coordinators within **2-3 business days**.
  - The manufacturer/vendor receives an auto reply email notifying them the application is accepted and under review. If incomplete, manufacture/vendor receives an e-mail identifying and requesting missing information from Sub-Coordinator within **2-5 business days**.
6. The Statewide and/or Traffic and Safety Sub-Coordinator reviews the application/information and forwards to the appropriate Product Officer(s) for review and comment or the QPL Sub-Coordinator sends to the appropriate laboratory area for testing within **2-3 business days**.

**MANUFACTURER/VENDOR PROCEDURES:**

1. Manufacturer/Vendor submits request to MPEL and provides contact information, product name, product description, and intended use.
2. After the acceptance of the request an auto reply e-mail is forwarded to the manufacturer/vendor requesting the completion of one of the following actions:
- 2A. Statewide New Products - Complete and submit 6 page detailed application which includes product literature, product specification/data sheet, independent or third party test data, warranty documentation, MSDS, and approvals by other Department of Transportation's (DOTs), FHWA, and/or other municipalities. There is also a product cost analysis document included in the application. MPEL requires PDF format for all attachments.

OR

- 2B. Traffic New Products - Complete and submit 6 page detailed application which includes product literature, product specification/data sheet, independent or third party test data, warranty documentation, MSDS, and approvals by other Department of Transportation's (DOTs), FHWA, and/or other municipalities. There is also a product cost analysis document included in the application. MPEL requires PDF format for all attachments.

OR

- 2C. Qualified Products List (QPL) - Review the procedures for compliance based on the assigned category of their product. They manufacture/vendor will provide the independent or third party test data, sample, MSDS, and verification of payment. MPEL requires PDF format for all attachments. The manufacturer/vendor can resubmit their sample in 6 months if the sample fails evaluation.

**MARYLAND STATE HIGHWAY ADMINISTRATION  
NEW PRODUCTS COMMITTEE  
POLICY AND PROCEDURE**

**DUTIES OF OFFICERS AND MEMBERS:**

**Program Manager**

The Program Manager presides over the NPC, their meetings, processes all Statewide new products, QPL new products, and Office of Traffic and Safety (OOTS) new products for consideration. The Program Manager represents the NPC in all external business unless otherwise delegated.

**Deputy Administrator/Chief Engineer for Operations**

The Chief Engineer reviews all recommendations from the Program Manager for concurrence regarding Statewide, OOTS, and QPL new products.

**Office of Traffic and Safety Director**

The Office of Traffic and Safety Director reviews all traffic and safety recommendations from their Sub-Coordinator for concurrence.

**Sub-Coordinator**

- Statewide Sub-Coordinator - The Statewide Sub-Coordinator conducts and/or arranges meetings, presentations, and field demonstrations with manufacturers/vendors. He assigns tasks to the appropriate Statewide New Products Officer(s) for review, tracks products through MPEL, issues notices of NPC actions and maintains appropriate lines of communication with internal and external customers. The Statewide Sub-Coordinator is also responsible for scheduling the bi-annual NPC meetings.
- Office of Traffic and Safety Sub-Coordinator - The OOTS Sub-Coordinator conducts and/or arranges meetings, presentations, and field evaluations with manufacturers/vendors. The OOTS Sub-Coordinator assigns tasks to the appropriate Products Officer(s), tracks products through MPEL, issues notices of NPC actions and maintains appropriate lines of communication with internal and external customers.
- Qualified Products List Sub-Coordinator - The QPL Sub-Coordinator reviews all QPL information and test data for compliance and confirms the laboratory testing cost reimbursement has been received and processed. The Sub-Coordinator then ensures that the product sample is received by the Office of Materials Technology laboratory and updates the QPL and MPEL when product testing is completed.

**Product Officer(s)**

The collective duties of the Product Officer(s) are to determine appropriate actions in accordance with the guidelines of this article; to establish priorities, and to plan and direct the evaluations with regard to the most efficient use of the Administration's resources. The Product Officer(s) are charged with the responsibility of reviewing products and/or processes for acceptance, rejection, laboratory testing, and field evaluation for SHA construction and maintenance projects. All New and Qualified Products approved will be entered into the Office of Materials Management System.