PURPOSE

This document establishes MaineDOT's requirements and process as noted herein. The product evaluation program falls under the umbrella of MaineDOT's Innovation Program and is overseen by their Innovation Coordinator.

The new product evaluation committees operate through the cooperative efforts of the Highway Program; Bridge Program; Multimodal Program; Highway Maintenance Division; Bridge and Structures Maintenance Division; Traffic Engineering Division; Environmental Office; Safety Office, Transportation Research Division; and the Maine FHWA Division Office. Each committee's purpose is to provide advice and guidance on the evaluation of new products and methods. The committees may prequalify or disapprove the use of these products or methods in the design, construction, and maintenance of Maine's infrastructure. Under this Program, manufacturers' representatives submit their information to a single point of contact rather than several divisions within the department.

Acceptance of a product for evaluation by MaineDOT, or the Committees' prequalification of the product after evaluation, shall in no way represent an endorsement, commitment to purchase, or intent to specify the product investigated regardless of its performance during evaluation. The results of the product evaluation will be sent via email to the manufacturer's representative.

THE NEW PRODUCT COMMITTEES

Three Committees are each responsible for specific categories of products. The categories and current committee member make-up are as follows:

Concrete and Bridge New Product Committee
- Transportation Research Division
- Multimodal Program
- Bridge Program
- Bridge and Structures Maintenance Division
- FHWA Division Office

Highway, Safety, and Traffic New Product Committee
- Transportation Research Division Safety Office
- Maintenance & Operations - Western Region Highway Maintenance Division
- Traffic Engineering Division
- Highway Program
- FHWA Division Office

Environmental New Product Committee Transportation
- Research Division
- Maintenance & Operations
- Highway Program
- Environmental Office
- Multimodal Program
- FHWA Division Office

Representatives from other units may serve on an as-needed basis as "Friends of the Committee." The department's Innovation Coordinator is responsible for arranging meetings, receiving information from sales representatives, disseminating it to the other committee members, and the coordination of product studies as needed.

Each Committee typically meets quarterly (actual frequency ultimately depends upon the quantity of new products submitted for evaluation) in an effort to ensure timely consideration of products that have been submitted for evaluation.

PROCEDURES AND OPERATION

Manufacturers' representatives seeking prequalification of new products should first check to see if a product acceptance criterion has been established for their category of product and adhere to those guidelines. This can be found on MaineDOT's website under *Doing Business → Bid opportunities → QPL Information, Submittal, and Recertifications*.

Representatives should also check to see if the use of their product is addressed under the latest edition of the Department's Standard Specifications.

This information is available for download from the department's website or by contacting MaineDOT's Innovation Coordinator directly.

Representatives are instructed to submit their product information along with a completely filled-out and signed electronic "New Product Submittal" form (available on the MaineDOT website) Submittal Packets shall include:

- SDS
- Product Technical Data Sheets
- Instructions for Use/Installation Instructions
- Independent Test Results Please indicate if the product has undergone testing through AASHTO's Product Evaluation & Audit Solutions (formerly NTPEP) and include the AASHTO DataMine ID number.

Supporting documentation as listed herein and within the electronic submittal form shall be sent by email to: NewProducts.MaineDOT@maine.gov

PLEASE NOTE: any manufacturer with current overdue recertifications will not have any new submittals evaluated until the recertifications have been completed.

The committee may request additional information (ex. MASH test reports and videos) whose files are too large for email. Additional information of this nature, where applicable, shall be submitted on a USB flash drive and sent via regular mail to:

Maine Department of Transportation
Attn: Product Evaluation Coordinator
24 Child St. SHS #16
Augusta, ME 04333-0016

The Committee members will examine product information and history of use by other agencies and test results. AASHTO Product Evaluation and Audit Solutions (formerly NTPEP) testing results are required as noted in the product's acceptance criteria. Testing of material properties may be requested, please do not submit any product samples unless requested by MaineDOT.

When requested by the Committee, the manufacturer representative shall work directly with members of the Committee to provide additional information regarding their product submittal.

A recommendation regarding the product will then be made to the full Committee. The Innovation Coordinator or designate will serve as study coordinator in the development and presentation of these reports to the Committee.

The Committee may prequalify, require additional information, recommend a trial or limited use, prequalify with conditions, or not qualify product submittals. Regardless of the determination, all product submittals received with a completed electronic "New Product Submittal" form will be given due consideration and be evaluated by the Committee. The Company representative that initiated the submittal will be notified in writing of the findings of the Committee.

The innovation coordinator/committee designate will coordinate the monitoring of trial installations and ensure that long-term documentation on the durability and performance of the products and methods is obtained.

The Product Evaluation Program Coordinator or committees may reject from evaluation, those products with no apparent or significant application for use by MaineDOT, or products that are deemed to be not far enough along in the development process to be effectively evaluated (not market ready). Products may also be rejected by the Product Evaluation Program Coordinator or committees for reasons other than those listed herein. Products that are rejected for any reason, by the coordinator or via the committees, may be resubmitted for consideration, after a moratorium period of two years from the date of rejection.

This program is intended for the evaluation of new and/or proprietary products that are market ready.

Data resulting from an evaluation of the submitted product is public information and will not be considered privileged. All information developed during this product evaluation may be released by the Maine Department of Transportation at its discretion. For example: Information may be shared with other AASHTO member organizations through AASHTO's Unique, Patented and Proprietary Products (UP3) DataMine. Among other uses, UP3 is a repository of findings from the evaluation and testing of new and/or proprietary transportation products that have been conducted by AASHTO member organizations.

RE-CERTIFICATION (Certificate of Compliance)

All products are required five years from the date of initial acceptance, and every five years thereafter for a product to remain on the Qualified Products List. PLEASE NOTE: any manufacturer with current overdue recertifications will not have any new submittals evaluated until the recertifications have been completed. If a product has changed, then it must be submitted as a new evaluation instead of a recertification.

Completed electronic Certificate of Compliance: This certificate, found on the MaineDOT's Qualified Products List website under "Submit a Product", should be completed in its entirety before being submitted, incomplete certificates will not be accepted. PLEASE NOTE: It is the manufacturer's responsibility for monitoring and track due dates for recertifications. Each certification includes a statement that the product presently furnished to MaineDOT is identical in formulation, composition, name, and physical properties to the product at the time of initial acceptance. MaineDOT shall not provide reminders for recertification and products over 45 days past the recertification due date may be removed from the associated Qualified Products List at the discretion of the MaineDOT Qualified Products Program. Any supporting documentation shall be sent to: NewProducts.MaineDOT@maine.gov

REVISIONS

Any product changes, other than in name, will require a New Product Evaluation Submittal form, certified test report, materials technical data sheet, installation instructions, and SDS. Essentially, the product will be treated as a new product submission.

Product name changes alone with no change on formulation will require a letter requesting the name change ON Manufacturer's letterhead. It is the responsibility of the manufacturer to inform MaineDOT of any changes, name or otherwise, with their products.

INDEPENDENT TEST DATA

All manufacturers shall submit test data (or AAHSTO DataMine ID number when applicable) with their documentation. MaineDOT does not allow rebranding. Each product submitted shall have its own set of test data. The product name on the test data shall be identical to the product name being submitted to MaineDOT for evaluation. The test data should support what is listed on the technical data sheets and shall be no more than **5 years old**, for those products that require testing through AASHTO, their retesting frequency shall comply with what is listed in the workplan for that product type, products not current with their testing per the AASHTO workplan shall be removed from the QPL.

REMOVAL OF PRODUCTS

Products may be removed from the QPL for any of the following reasons <u>without notice</u>:

The Department changes specifications or standards that prevent the use of a particular product.

Vendors who fail to satisfactorily respond to inquiries or maintain contact with the Chairman/Coordinator. This shall include the required re-certification requirements mentioned above, change in company name and/or the Company's DOT liaison.

Failure of the product to perform in the field. A feedback form is provided on the QPL website for notifying the Product Evaluation Coordinator of issues regarding the performance of new and existing products used in the field. Negative feedback reported on the form may lead to removal of a product from the QPL.

Non-use of a product for a period of two years or more may result in removal from the QPL. The following also apply to specific product types:
CONCRETE ADMIXTURES: Effective 9/30/18, all current concrete admixtures will automatically be removed from the QPL if they have not been used on a MaineDOT project within the last five years. All newly accepted concrete admixtures may be removed from the list after three years, from the date of acceptance, if the product has not been used on a MaineDOT project.

Products will be removed from the QPL when they: become obsolete; are no longer manufactured; or are requested to be removed by the vendor. The recertification process is an excellent opportunity to notify the Department of obsolete items as well as Company points of contact and address changes.

Products that are removed from the QPL, for any reason, may be resubmitted for consideration, after a moratorium period of two years from the date of removal, if the vendor can demonstrate to the committee's satisfaction that the root cause for removal from the list has been addressed.

Products that are rejected, for any reason, may be resubmitted for consideration, after a moratorium period of one year from the date of the notification of rejection; if the vendor can demonstrate to the committee's satisfaction that the root cause for rejection has been addressed.

PROMOTION AND USE OF QUALIFIED PRODUCTS

MaineDOT's internal and external partners are made aware of products that the Committee has prequalified through the Maine Department of Transportation's website where they will find a tabulated list of those products. However, they are under no obligation to specify or use specific products once this committee has pre-qualified them for use.

Vendors or manufacturers wishing to promote the use of their product(s) after receiving committee prequalification should consider the following:

Vendors or manufacturers of products that meet the requirements of the current "Maine DOT Standard Specifications" may wish to contact contractors who have been awarded construction projects. The identities of the contractor, types and quantities of materials to be used in new construction projects can be found under bid opportunities which can be found on the department's website under Doing Business > Bid Opportunities. This website is maintained by the Maine Department of Transportation, Bureau of Project Development, Contract Section, and any questions pertaining to this site should be addressed directly to them at 207-624-3410.

Products prequalified for use by the Committee for which a Standard Specification is not applicable may be designed into a specific project by a Department Project Design Engineer. A Special Provision will be prepared by the design engineer and included in the contract documents to define the requirements for, and quantities of, products to be used.

In addition to constructing new projects, MaineDOT is responsible for maintaining over 8,000 miles of roadway and more than 2,500 bridges, and 18 ferry terminals. Maintenance of these facilities is directed through MaineDOT Headquarters located in Augusta and through the department's five regional offices located throughout the State. Vendors or manufacturers may wish to promote these types of products to Regional Managers and Bridge and Structures Maintenance Managers.

ENVIRONMENTAL CONSIDERATIONS

ALL products must meet Maine's Department of Environmental Protection's laws, regulations, and rules regarding products. Any products that do not meet these shall not be accepted. More information can be found at: https://www.maine.gov/dep/.

If you are experiencing difficulties reading or printing this page, or have questions regarding the Qualified Product webpage, please contact the Innovation Coordinator at 207-557-1788 or by email at: NewProducts.MaineDOT@maine.gov