



## **Product Evaluation Procedures**

### **Purpose:**

The purpose of the Product Evaluation Program is to screen, evaluate, and recommend the approval or disapproval of products and materials for the Department's Approved Products List (APL). When a product does not meet a current Department Specification and/or if the products performance is unknown a product may be required to undergo a Field Evaluation Process prior to an Approval or Disapproval recommendation being made. Approved products are placed on the Departments APL and will be updated quarterly and posted on the Department's website.

### **Submittal Procedure:**

Submit a completed Product Evaluation Application and supporting documentation describing the product's use and other pertinent information, such as specifications, test data, testing certifications, MSDS sheets and design drawings. The Application must be completed in its entirety and must contain the manufacturer's or suppliers name, phone, and address. The supporting documentation shall be specific to the product being submitted. Independent test data that which was not completed within the last two years or in house test data regardless on when it was completed will require a certification letter from the manufacture or supplier. The more relevant the information provided in the application and supporting document submittal is, the more likely the product review process will be completed expeditiously and have a better chance of approval. The manufacturer/supplier as well as the person submitting the application for product evaluation will be notified by the Department as to what action it intends to take on the submitted application. Please do not send any samples at this time. If a field evaluation or laboratory samples are required, you will be notified. Submit the application to the NMDOT Product Evaluation Coordinator at the address listed below:

**Product Evaluation Coordinator  
P.O. Box 1149, SB-3  
1120 Cerrillos Road  
Santa Fe, NM 87504-1149**

The evaluation process involves several steps. Upon receiving the Product Evaluation Application, the Product Evaluation Coordinator will ensure that the packet has all necessary documentation prior to processing the application and supporting documents. An application is not considered received until all necessary documentation is received by the Product Evaluation Coordinator. The application and all supporting information is directed to the specific Bureau('s) or section('s) within NMDOT which are is best suited to review the product (e.g. deck waterproofing to Bridge, pothole patching material to Maintenance, etc.). Evaluation is begun to determine if the product is useful or beneficial to the Department and meets current NMDOT specifications. Evaluators use all forms of information to better understand the product; this may involve specifications from material testing institutions such as AASHTO and ASTM. All product evaluations are reviewed and a final determination made by the Product Evaluation Sub-Committee (PESC).

The PESC is composed of the Product Evaluation Engineer, Product Evaluation Coordinator, and representatives from the Department that are experts in their fields and knowledgeable with the Department's specifications for which the product requirements will be contained within. The PESC Chairperson shall be the Product Evaluation Engineer. The PESC shall be responsible for rendering a decision (approval, disapproval, field evaluation, or request for additional information) for products within three (3) months of receiving an accepted application.

**Field Evaluation:**

Products are typically sent to field evaluation for one of two reasons. The first is when the product does not meet a current department specification; however the PESC believes that the product could potentially add value to Department projects and would like to see how it performs. The second is when a product meets the current specification but the PESC is uncertain about the performance of the product and wants to see how it performs prior to approving or disapproving the product. A product placed in Field Evaluation but not meeting a current Department specification will ultimately need a special provision (SP) to be developed prior to being approved and placed on the Departments APL. There is no requirement for the Department to develop a SP for any product. The determination if a SP is developed will be based on the performance of the product and the PESC ability to develop the SP based their work loads, time constraints and Departmental needs. Products that meet the Department's specification but have not been utilized by the department often require field testing to fully understand the benefits and performance characteristics. In instances like this, the PESC may recommend the product be sent for Field Evaluation to monitor the products performance. The Vendors/Suppliers will be notified in writing that a Field Evaluation is required. Included in the letter are brief instructions to start the field evaluation process.

The Field Evaluation process requires the Vendor find a "Champion" in one (1) of six (6) NMDOT Districts or the General Office bureaus involved in overseeing projects to evaluate the product. Some products may require applications/ installations in multiple locations/Districts to gather a true picture of the products performance. The Product Evaluation Engineer shall determine if multiple locations are required. Once a District agrees to evaluate a product and a test location has been selected, the Vendor shall notify the Product Evaluation Coordinator in writing that an evaluation location has been established.

The evaluation time period shall be up to one (1) year. During the field evaluation and prior to the completion of the one (1) year, the vendor is responsible for working with the Department's Districts, Bureaus, and Engineers overseeing the evaluation process to ensure that product evaluation(s) are documented and that supporting documentation is reported to the Product Evaluation Engineer, by the Department staff overseeing the evaluation process. If additional time is needed to evaluate, document and report the results of the product, a written request from the Department Staff/Engineer shall be submitted prior to the initial one year time period elapsing. It is the vendors/suppliers responsibility to work with the Departments staff overseeing the field evaluation to ensure that the request for an extension has been submitted. Failure to receive the required information in the allotted time will constitute and automatic disapproval of the product.

If the recommendations from the District/Bureaus are to approve the product, but the product does not meet or have a current Department specification, as the Champion for this product the experts making the recommendation will work with the Vendor/Supplier in establishing a department specification in the form of a special provision, supplemental specification, or through a price agreement specification. **No product will be approved without having an existing or newly developed specification.**

Once a final recommendation has been made and a specification has been developed and approved, the Vendor will be notified in writing of the outcome. If approved, the product will be placed on the APL. The website will be updated on its regular schedule and the product should post at the beginning of the next quarter.

**Disqualification for Non-performance or Non-compliance:**

Products that do not perform as anticipated or which are found to be non-compliant with NMDOT specifications may be removed from the APL at the discretion of the Department. The product will not be re-entered into the APL or approved for use on NMDOT construction projects until such time that adherence to the specifications can be verified and the product has undergone satisfactory performance evaluation.

**Re-evaluation:**

NMDOT reserves the right to verify submitted test information or certifications by conducting its own testing and re-evaluating a product at any time. The Departments determination on product approvals and disapprovals is final.

**Re-qualification:**

A product that has been disqualified will be considered for re-evaluation only after submittal of a written request along with acceptable evidence demonstrating that problems or issues causing the disqualification have been corrected.

**Notification of Product Revisions:**

Vendor shall notify the NMDOT Product Evaluation Coordinator in writing when a product on the APL has revisions, such as; contact information change, product name change, company name change, product is discontinued, product is modified, etc. Resubmittals are required when one of the following occurs: (1) Product is modified, (2) Product name has changed, or (3) Company name has change.

**5-Year Application Re-submission:**

Vendors shall submit a Product Evaluation Application every five (5) years to renew an approval for a product to remain on the APL. The renewal process will follow the steps as if the product being renewed is a new product. A products prior listing on the APL is not a guarantee that an approval will be the outcome of the review by the PESC. It is the responsibility of the Vendor to track when each product is due for renewal.