

**TENNESSEE DEPARTMENT OF TRANSPORTATION
PRODUCT EVALUATION COMMITTEE
GUIDELINES AND PROCEDURES**

GENERAL:

The purpose of the Product Evaluation Committee is to provide an organized system within the Department for the approval of new products, to recommend changes to the Qualified Products List (QPL) and to remove products that do not perform satisfactorily from the QPL. The Product Evaluation Committee shall operate in accordance with the following guidelines and procedures.

GUIDELINES:

The Materials and Tests Division shall be responsible for maintaining the Department's Qualified Products List. New products, which fall into already established categories on the Qualified Products List, shall be reviewed and approved by the Materials and Tests Division. All other products shall be taken before the Product Evaluation Committee for a recommendation. Only those products that have the potential to fulfill a real need and economically provide a satisfactory level of service will be evaluated. The Committee will not consider products that have not been adequately developed, screened and tested by the manufacturer. Any product which is proposed to be removed from the QPL shall be taken before the Committee prior to a decision being made.

ORGANIZATION:

The Product Evaluation Committee shall serve as a clearinghouse for approval and disapproval of products as stated in the above guidelines. The Manager of the Research and Product Evaluation Section of the Materials and Tests Division shall chair the Product Evaluation Committee. The voting members of the Committee shall consist of a representative from the following Divisions: Materials and Tests, Construction, Maintenance, Structures, Design and each of the four TDOT Regions (total of 9 voting members). Each Committee member shall be responsible for communicating with others in their respective Offices or Divisions having expertise in the subject matter being considered prior to voting on a particular matter.

OPERATING PROCEDURES:

The Product Evaluation Committee shall meet quarterly, at a minimum, or more often if deemed appropriate by the Department.

A Product Evaluation, or review of an already approved product, is initiated by a formal request to the Materials and Tests Division, usually through one or more of the following modes:

1. Written request from the manufacturer or distributor,
2. Personal visit, telephone call, electronic fax or e-mail from the manufacturer's representative or distributor,
3. Requests by other Offices and/or Divisions of the Department of Transportation, and
4. Requests from within the Division of Materials and Tests.

The manufacturer or distributor of the product will be required to submit a Product Evaluation Submittal Form that will be used to obtain general product information needed in the evaluation process. New products, which fall into already established categories on the Qualified Products List, shall be reviewed and approved by the Materials and Tests Division in accordance with the procedures outlined in the QPL. The Committee shall review all other products, including those being considered for removal from the QPL.

The Committee shall determine whether the product performs as stated, if there is a true need for the product and if the product is economically feasible and competitive. Actual testing and inspections may be assigned to other Divisions or agencies as deemed appropriate by the Product Evaluation Committee.

The Chairman of the Product Evaluation Committee shall be responsible for maintaining all documentation pertaining to Committee actions, including voting records of the Divisions represented. All approvals, disapproval and removal of previously approved products shall be accompanied by documentation showing cause for final disposition of the product. A vote shall always be taken on the final disposition of a product. A quorum of seven members must be present for a vote to be taken. A simple majority of the Committee members present will rule. All ties will be considered a negative vote on the final disposition of a product.

FINAL DISPOSITION:

When the Committee makes a final decision on the disposition of a product, the Chairman shall notify the manufacturer or distributor of the decision in writing.

FILES:

The Research and Product Evaluation Section of the Materials and Tests Division shall maintain files on all new products. The file folder shall be assigned a Product Evaluation No. and will contain as a minimum: a copy of the Product Evaluation Submittal Form, MSDS sheets, product literature, any test reports or evaluation reports, documentation of Committee decisions as stated above and any other information that is pertinent to the product.