

MDOT New Materials and New Products Evaluation Requests Procedures

Scope

This procedure documents the Michigan Department of Transportation's (MDOT) New Materials and Qualified Product Evaluation process. Included in this procedure is the information for submitting New Materials and Qualified Products for evaluation and potential specification. Steps regarding the evaluation/review of the products submitted are documented below.

Definitions

New Materials as they relate to MDOT business are those materials for which no current specifications or uses exist. A New Material is only considered by the Department when fully developed and commercially available for use during construction and/or maintenance activities. Products and materials in the research, development, or trial stages do not meet this definition.

New products are defined as products which are currently specified by Standard Specifications, Standard Plans, Supplemental Specifications, Special Provisions, or by QPL.

Submittal Procedure

All inquiries from vendors seeking product approvals, listings, etc., should be submitted through the New Materials and Qualified Products Evaluation Request webpage to allow for logging of the product and tracking of the evaluation within the NEMIS database. All New Materials submittals must be accompanied by a completed New Materials Product Evaluation Request Form (#1022N), along with any pertinent product information. All Qualified Product submittals must be accompanied by a completed Qualified Product Evaluation Request Form (#1022Q), along with any pertinent product information. Submittals are only accepted by the product manufacturer or an authorized representative that has been recognized by the manufacturer.

Send completed New Material and Qualified Product Evaluation Requests to the following:

Email: MDOT-CFS-NewMaterials@michigan.gov

Mail: Michigan Department of Transportation
Construction Field Services Division
Attn: New Materials Evaluations
8885 Ricks Road. P.O. Box 30049
Lansing, MI 48909

Evaluation

New material product evaluations will be conducted by an assigned MDOT Subject Matter Expert (SME). The SME will be responsible for ongoing communications with the vendor during the evaluation process. Records of any significant correspondence during the evaluation must be documented within the NEMIS database for future reference regarding the evaluation. This correspondence may be sent to the email address noted in the Submittal Procedure section of this document.

The SME will determine if the product is in fact a New Material or Qualified Product during the initial review of the submittal. At this time the SME must determine whether an evaluation of the product will be considered. The SME will also determine if other areas of the department may need to be involved with the evaluation of the product. If the product has been previously evaluated by MDOT, or is currently covered by MDOT specifications, the SME will notify the manufacturer and close out the submittal in NEMIS.

If the product submittal is determined to be a Qualified Product the SME will reference the appropriate Qualified Product Evaluation Procedure found in Chapter 6 of the Materials Quality Assurance Procedures Manual (MQAP).

Upon completion of the initial review the SME must contact the vendor to request product information, if not provided with the submittal packet.

Evaluations may include the following:

1. Review of independent lab test results.
2. Review of field performance of the product used by other agencies.
3. Working with the vendor and other department divisions to secure a project for a field trial application of the product.
4. Ongoing review of field trial application performance.

Upon completion of the product evaluation, the SME must determine the outcome of the evaluation and recommend one of the following:

1. Rejection of the product with the appropriate reasons.
2. Further study of the product
3. Accept the product and proceed with implementation as shown below.

The outcome of the evaluation must be documented in the NEMIS database via email.

If rejection of the product is recommended, the SME must prepare a rejection letter at this time documenting the results from the evaluation and reason for rejection to the manufacturer. This correspondence must be documented within the NEMIS database to the close the evaluation.

Product Implementation

If the outcome of the evaluation recommends:

1. Standard/Supplemental Specification development.
2. Special Provision for Construction development.
3. Standard Plan development.
4. Qualified Product Evaluation Procedure development.

The SME will prepare a letter to the manufacturer or authorized representative requesting a draft of one or more of the above noted methods of implementation.

Upon receipt of the manufacturer or authorized representative's draft document, the SME will review and approve the implementation method.

During the review of the draft product implementation document the SME should consider the following:

1. Usage/Constructability of the product.
2. Method by which the product will be accepted for payment.
3. Proper material specification reference (ASTM, AASHTO, other).
4. Measurement and Payment of the work to be performed.

Upon completion of the final implementation plan please submit the documents as shown below.

1. Submit all Standard/Supplemental Specifications and Special Provisions for Construction to the MDOT Engineer of Specifications for approval.
2. Submit all Standard Plan documents to the MDOT Design Standards Engineer for approval and publishing.
3. Submit all completed Qualified Product Evaluation Procedure documents to the MDOT Materials Quality Assurance Analyst for publishing.

Once the implementation plan has been approved the SME will document this outcome in the NEMIS database and the product evaluation will be closed.

Material Index Category	Category Description	MDOT Position Title	MDOT Phone Number
1	Adhesives	Concrete Engineer	517-322-1222
2	Bituminous Rejuvenators and Preservative Treatments	Bituminous Asphalt Materials Engineer	517-322-4967
3	Bituminous Materials and Additives	Bituminous Asphalt Materials Engineer	517-322-4967
4	Blast Cleaning Abrasives and Systems	Experimental Studies Engineer	517-322-5707
5	Cements, Mortars, and Grouts	Concrete Engineer	517-322-1222
6	Conduit	Utility Design Specialist	517-373-0733
7	Corrosion Inhibitors and Protective Coatings	Experimental Studies Engineer	517-322-5707
8	Culverts	Grading and Drainage Engineer	517-322-5710
9	Deicing Chemicals	Roadway Maintenance Engineer	517-322-3315
10	Drainage Systems	Grading and Drainage Engineer	517-322-5710
11	Earth Stabilization Products	Roadside Dev. Landscape Designer	517-373-0182
12	Fasteners	Structural Fabrication Engineer	517-322-5709
13	Fencing	Structural Fabrication Engineer	517-322-5709
14	Joint Sealers and Fillers	Materials Technical Specialist	517-322-5043
15	Mulch and Erosion Controls	Roadside Dev. Landscape Designer	517-373-0182
16	Noise Barriers	Experimental Studies Engineer	517-322-5707
17	Patching Materials	Concrete Engineer	517-322-1222
18	Portland Cement Concrete Admixtures	Concrete Engineer	517-322-1222
19	Portland Cement Concrete Curing Materials	Concrete Engineer	517-322-1222
20	Portland Cement Concrete Sealers	Concrete Engineer	517-322-1222
21	Reflective Crack Controls	HMA Operations Supervisor	517-322-6043
22	Roadside Development	Roadside Dev. Landscape Designer	517-373-0182
23	Guardrail and Barriers	Crash Barrier Engineer	517-335-2852

Material Index Category	Category Description	MDOT Position Title	MDOT Phone Number
24	Structural Materials and Components	Experimental Studies Engineer	517-322-5707
25	Timber and Other Wood Products	Experimental Studies Engineer	517-322-5707
26	Temporary Traffic Control Devices	Work Zone Engineer	517-636-0300
27	Traffic Marking Materials	Pavement Marking and Delineation Engineer	517-335-2837
28	Waterproofing Membranes and Materials	Concrete Engineer	517-322-1222
29	Capital Preventative Maintenance	Capital Preventative Maintenance Engineer	517-636-6344
30	Intelligent Transportation Systems (ITS)	Roadway Maintenance Engineer	517-322-3394
31	Epoxy Overlays/Healer Sealers	Structures Management Engineer Specialist	517-242-2988
32	Maintenance Materials	Roadway Maintenance Engineer	517-322-3394
33	Fleet/Auto Materials	OOAS Fleet Departmental Specialist	517-284-6448
34	Recycled Products	Experimental Studies Engineer	517-322-5707
35	Aggregates	Aggregate Quality	517-322-5674
36	Traffic Control Lighting (TRACTT)	Roadway Maintenance Engineer	517-322-3394
37	Permanent Traffic Signing	Engineer of Traffic & Safety	517-335-2624
38	Geotextiles/Fabrics/Foams	Geotechnical Engineer	517-322-5748
39	Precast/Structural Concrete	Structural Technology Engineer	517-322-5709
40	Precast/Mechanically Stabilized Earth Walls	Geotechnical Engineer	517-322-5748
41	Structural Steel & Components/Fabrication	Structural Fabrication Engineer	517-322-5709
42	Environmental	Environmental Projects Supervisor	517-373-8258

Material Index Category	Category Description	MDOT Position Title	MDOT Phone Number
43	Permanent Lighting	Utility Design Specialist	517-373-0733
44	Temporary Lighting	Work Zone Engineer	517-636-0300