

NDDOT New Product Evaluation

GENERAL

A new material, product, or procedure that is not included in the NDDOT Standard Specifications, Supplemental Specifications, or Special Provisions will be designated as a New Product. Some New Products are brand new and don't fall under any specification section, while others do but don't meet the requirements. New Products will require proper evaluation to determine if specifications will need to be created, modified, or remain unchanged.

DEFINITIONS

Clearinghouse: Technical Services Section employee who is the primary contact for submittal of all new product evaluation requests. Conducts initial review of submittals to ensure sufficient information is included for further review and produces the new product review decision document.

New Product Submittal Form: A standardized form available and submitted through the NDDOT website. The form contains specific and sufficient information about the new product to allow further review.

New Product Review Team: A review team that consists of representatives from Project Development, Operations, and Transportation Programming related Divisions and Districts.

Technical Expert: An individual with background in the area of the new product that will further review the product.

Vendor: Manufacturer, supplier, or user of a new product.

PROCEDURE

General

Consideration for a new product evaluation by the NDDOT must be requested through the ETS Division's Technical Services Clearinghouse using SFN 61547 "New Product Submittal" found on the NDDOT website.

New Product Submittal Forms that are not filled out in their entirety will automatically be sent back to the vendor for completion.

Initial Review

Forms submitted to the Clearinghouse will be reviewed for completeness. The Clearinghouse will determine if the submittal will be returned to the submitter for additional information, distributed to the Technical Expert and New Product Review Team, or reassigned to a more appropriate process.

New Product Review

Initial review by the Technical Expert will be completed via Adobe Shared Review. The Technical Expert will have time (set by the Clearinghouse based on product complexity) to investigate and provide comments. The New Product Review Team will join the Adobe Shared

Review once the Technical Expert has completed their review. Members will be given 10 working days to comment on the material provided and will provide one of the following recommendations:

- **Reject** (provide reason for rejection)
- **Approve** (provide reason for acceptance)
- **Further evaluate** (recommend evaluation method)

New Products that need further evaluation will be evaluated using an agreed upon method and criteria provided by the New Product Review Team. The Clearinghouse will send the vendor notification that their product will be under further evaluation. A formal review meeting will be scheduled after the New Product's prescribed evaluation to discuss the outcome of that evaluation. Team members will then be given time to provide their recommendation. A decision document with those recommendations will then be sent to the Office of Project Development for a final decision. The Clearinghouse will notify the vendor of the final decision.

DOCUMENTATION

The Clearinghouse will maintain a list of all new product submittals and their current status. They will also develop the decision document that is to be sent to the Office of Project Development.