

South Dakota

Department of Transportation

Product Evaluation

Procedure

Connecting South Dakota and the Nation

## **Product Evaluation Procedure**

1. Receipt of the product evaluation form by the Certification Engineer.
2. The Certification Engineer will review the submitted information, and conduct an initial screening of the product.
3. The Certification Engineer will decide if there is enough information, if not, a letter will be sent to the manufacturer requesting additional information. Upon receipt of sufficient information, he will determine if it should be sent to committee.
4. The Committee should acknowledge receipt of the form, review the submitted information and conduct the evaluation.

### A) Acknowledgement review will indicate:

- 1) The date the form was received.
- 2) Whether sufficient information has or has not been supplied by the manufacturer.

### B) The Committee should determine the following:

- 1) Is their sufficient use of the product to warrant evaluation?
- 2) Does the product have a potential beneficial use to the Department?
- 3) Is the product available in South Dakota?
- 4) Is the product likely to perform as the manufacturer indicates?
- 5) Does the life of the product seem adequate?
- 6) Could there be critical problems with installing the product or special equipment needed for installation?
- 7) Can the SDDOT test or evaluate the product?
- 8) Can the product compare to other products that are already on the Approved Products List?
- 9) Do other DOTs, listed on the form, have good results?
- 10) Does it meet the SDDOT Specifications?

### C) Committees First Action:

- 1) A letter is sent to the manufacturer explaining the reasons for no interest.
- 2) Request more information to make a decision.
- 3) Start a formal evaluation and request a sample of the product if applicable.

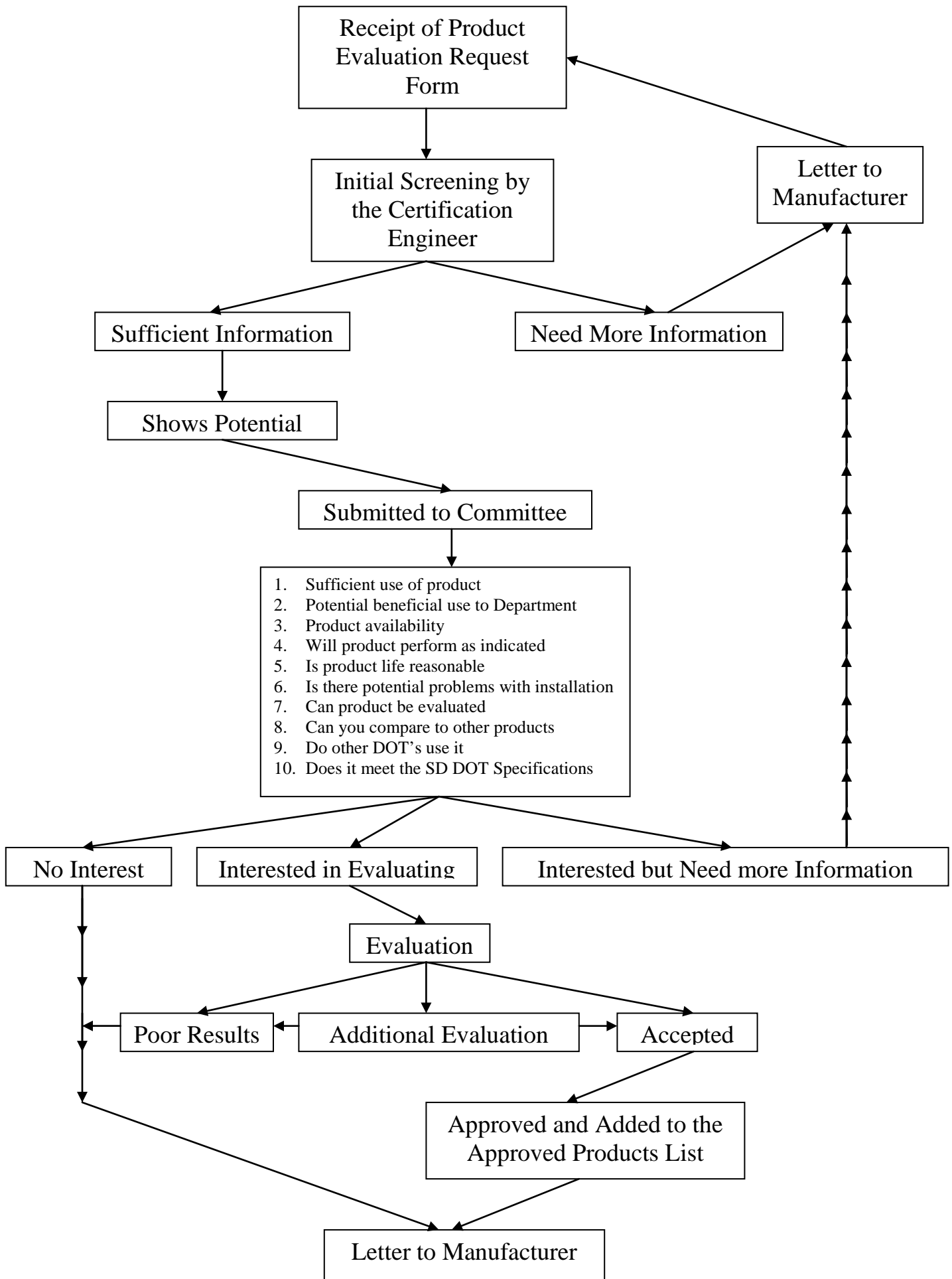
### D) Formal evaluation should depend on the products and potential for use. It will consist of one or all of the following:

- 1) Literature review
- 2) Lab testing
- 3) Field testing

Note: The committee will have to set priorities based on the available funding. It may be appropriate in the case of a large-scale effort to refer the evaluation test reports from independent labs.

### E) Committees Second Action:

- 1) Review the results of the evaluation and decide on the appropriate action to take.
- 2) Poor results: send a letter of rejection to the manufacturer stating that the product will not be added to the Approved Products List.
- 3) Proceed with detailed analysis.
- 4) Approve: send a letter to the manufacturer and add to the Approved Products List.



The South Dakota Department of Transportation will use this procedure to inform contractors of products that the Department deems as acceptable for construction project with in South Dakota.

Products are not accepted on construction project by being on the Approved Products List. Acceptance is based on tests run on samples from the material being supplied to that project. Manufacturer's furnishing products to a project do not have to provide certificates of compliance for their products unless otherwise specified in standard specifications or plans.

Products being submitted to the DOT for evaluation should be made available to the DOT at no expense to the Department except if being field-tested. Included with the product should be technical publications, other DOT's that use the product, and independent testing laboratories that would assist n the evaluation process.

Since our Product Evaluation Committees do not make a decision to our interest of the product until after a review of the submitted information; do not submit samples at this time. Once a determination has been made on our intended course of action we will contact your company and advise them of our decision.

### What the Product Evaluation will do for South Dakota Department of Transportation.

1. It will give manufacturers a place to start.
2. Provide a central review process.
3. Distribute information to all interested parties.
4. Save time for both the Department and the manufacturers.