

## Approved Products Panel

Effective: October 20, 2015

UDOT 08B-32

Revised: New

### Purpose

To establish a Utah Department of Transportation (Department) Approved Products Panel (APP) that will review products submitted by a Manufacturer or their representative and determine if those products meet the applicable Department Standard Specification and Drawing requirements. This policy outlines the responsibilities of members of the APP and conditions governing products placement on the Approved Products List (APL).

### Policy

List products approved by the APP on an Approved Products List maintained in a Department database for use by internal and external customers. Products on the APL are qualified for use on Department projects within the applicable specification that the materials or products acceptance was issued under.

Section 01455 of the Department's Standard Specification for Road and Bridge Construction and the Materials Manual of Instruction Part 8 Section 1011 – Materials Acceptance Program govern the requirements for use of products placed on the APL following approval by the APP. Note the following:

- The Approved Products Panel reports to the Department's State Materials Engineer.
- The standard period for approval and listing is four years. Changes to the material or product, specifications, or standard drawings may require an earlier review and renewal.
- It is the responsibility of the product manufacturer or their representative to initiate the process of product review or renewal.
- The product renewal is the same process as the original product review.

The manufacturer or representative may file a dispute form with the APL Coordinator in the event the manufacturer or representative feels that their product has been denied acceptance on the APL for reasons other than the product not meeting the applicable Standard Specifications, Drawings, or when a Department Special Provision modifies the product requirements in the Standard Specifications.

The APL Coordinator, along with the Implementation Engineer and the State Materials Engineer, will review the dispute form and will either uphold the APP decision or escalate the form to an oversight committee consisting of three group heads. The group heads will then make a final determination as to whether the submitted product will be placed on the APL.

Oversight Committee:

Chair: Group head whose APP representative completed the original review of the material or product.

Members: Two other group heads selected by the oversight committee chairman.

The APP consists of members from the following groups:

Central Materials	Maintenance
Preconstruction	Pavement
Traffic and Safety	Research
Structures	FHWA Representative
Environmental	Region Materials Engineer
Construction	Hydraulics

## **Procedures**

### **Material and Product Approval**

**UDOT 08B-32.1**

**Responsibility:** APL Coordinator

#### **Actions**

1. Organize, schedule and chair APP meetings.
2. Manage electronic data storage systems.
3. Review information submitted from product manufacturer or their representative to determine which APP member it should be assigned to.
4. Send a letter to the product manufacturer or their representative of the final material or product result.
5. File all supporting documentation in a departmental electronic storage system for future reference once a submittal is approved.
6. Track changes to Standard Specifications and Drawings implemented by the Department Standards Committee.
7. Place the changes on the next APP meeting agenda and assign an APP member to review the changes and report back to the panel at the next scheduled APP meeting.

**Responsibility:** Panel Member

8. Review the assigned information package to determine the material or product merit of meeting the Department Standard Specification and Drawing.
9. Review Department Special Provisions verifying the Standard Specification and Drawing the material or product being reviewed under have not been invalidated by president of a Special Provision.
10. Utilize Department resources as necessary during the review process.
11. Attend APP meetings.
12. Stay apprised of any specification or drawing changes in his or her represented group that could impact the approval status of materials or products on the APL.

13. Review the assigned specification or drawing changes and create a list of impacts to the approval status of materials or products listed on the APL.
14. Report at the next scheduled APP meeting the impacts listed for each specification or drawing change reviewed.
15. Partners with Department maintenance and construction personnel on feedback of APL materials or products both positive and negative and shares this information at APP meetings.

**Responsibility:** Material/Product Manufacturer or Representative

16. Submit form R-52 and all supporting information used to review a material or product for acceptance decision based on Department Standard Specifications and Drawings.
17. Utilize Department Web site for Standard Specifications and Drawings pertaining to their material or product to validate meeting Department standards and supplemental requirements.
18. Track the four year expiration date of their materials or products listed on the Department APL and initiate the process for renewal.
19. Notify the APL Coordinator of any changes made to the manufacturing, labeling, or other changes that alter the original material or product information that the acceptance decision was based on.
20. Use the APL dispute form on the Department's APL Web page to formally register a dispute with the APP.
21. Submit the form to the APL Coordinator.

**Responsibility:** Oversight Committee

22. Conduct a review of the material or product submittal package
23. Make a final decision
24. Notify the APL Coordinator of the decision.