

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

GUIDELINES FOR ESTABLISHING AND MAINTAINING
APPROVED PRODUCT LISTS OF
MATERIALS, SYSTEMS AND SOURCES

1. PURPOSE

- 1.1 To establish general guidelines for establishing and maintaining approved product lists of material producers, distributors and sources, commonly known as the Approved Product List (APL), which are frequently on WVDOH projects.
- 1.2 This Materials Procedure (MP) is distinguished from MP 106.00.02 “Procedure for Evaluating Products/Processes for Use in Highway Construction” which outlines the procedure for considering completely new products that have not yet been specified, considered in construction plans, notes, or other construction documents. This MP outlines the creation of an APL for a material which has already had significant usage on construction projects and have been accepted using other methods as defined further in this document.

2. SCOPE

- 2.1 This procedure shall apply to all sources and materials that are suitable for acceptance with a reduced testing frequency. Because of the uniqueness or complexity of some products, additional MPs may be necessary to supersede the requirements of this procedure.

3. REFERENCED DOCUMENTS

- 3.1 West Virginia Division of Highways Standard Specifications, Roads and Bridges.
- 3.2 Materials Procedure 106.00.02 - Procedure for Evaluating Products/Processes for Use in Highway Construction.
- 3.3 DD-105 - Specification, Publication, and Material Procedures Approval.

4. DEFINITIONS

- 4.1 Champion: This is typically the appropriate Materials Control Soils and Testing (MCS&T) Division Group Supervisor or their designee. Champions may originate from other DOH Organizations/Agencies if applicable. They shall put forth and recommend the new APL to the Director of MCS&T or their designee.
- 4.2 ST-1: Special Testing Form 1, this is the acceptance method for a material which does not otherwise have an acceptance method such as being on an APL, be designate by the Specifications, or a MP.

- 4.3 Historic Usage: Documentation of a positive acceptance record of the product via the usage of ST-1.

5. REQUISITES FOR THE CREATION OF AN NEW APL

- 5.1 A clear acceptance criterion, such as those listed in the following sections shall be established to govern the acceptance of the product. In order for a product or system to be considered as a candidate for a new APL, one or more of the following acceptance criteria shall be met:
- 5.1.1 WVDOH Specifications, Materials Procedures or other State Acceptance Criteria.
 - 5.1.2 Approval by a WVDOH Committee, Applicable Task Force, such as the “Roadway Departure Task Force.”
 - 5.1.3 Testing and or approval via information gathered from national agencies such as NTPEP.
 - 5.1.4 Historic usage and approval on projects by ST-1s, special provisions, etc.
 - 5.1.5 Consistent satisfactory compliance of the product with the WVDOH Specifications.

6. APPROVAL CRITERIA

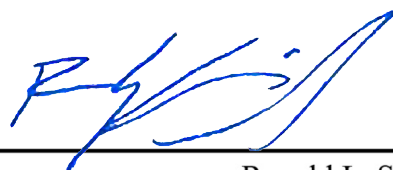
- 6.1 Approval shall be granted by the Director, to a material or source providing at least one of the following criteria are met:
- 6.1.1 The manufacturer of the material has developed and operates under a Division approved Quality Control Plan that sufficiently controls the quality of the material to the extent that the possibility of a substandard material being produced and shipped is substantially reduced, if not eliminated.
 - 6.1.2 The record of Specification compliance of the material or source is satisfactory to the Division.
 - 6.1.3 The manufacturer has successfully undergone an evaluation of manufacturing and quality control processes that has led to certification or accreditation by a Division recognized accreditation agency.
 - 6.1.4 Acceptance or approval of a particular material by an AASHTO national and/or regional test program.
 - 6.1.5 Acceptable evaluation by field-testing of a material or product design analysis.
- 6.2 Unless otherwise directed by the Director, acceptance criteria shall be documented and maintained by the Materials Lab Coordinator, or Materials Control Group. This acceptance criteria shall be available in the MCS&T ProjectWise folder so other employees will be able to consistently duplicate approval process.

7. RETENTION OF APPROVED STATUS

- 7.1 All approved materials or sources shall be subject to validation through periodic inspection and/or review to determine if the approved product(s) are maintaining the same characteristics and quality as those originally approved.
 - 7.1.1 This inspection and validation shall be performed at a frequency determined by either the Champion of the material specific MP. Once the process has been completed, each re-approved source shall retain its issued approval/lab number unless the product has changed from its original state enough to warrant a new number (For example, a new, updated version of the product.)
 - 7.1.2 If a product is not validated within the guidelines established above, the product will be removed from the APL and a letter issued to the company.
 - 7.1.3 Re-approval verification shall be based on one or more of the following criteria:
 - 7.1.3.1 Satisfactory results from testing random samples collected at the source, supplier, or from a Division project.
 - 7.1.3.2 Re-inspection of the manufacturing and quality control processes.
 - 7.1.3.3 Satisfactory statistical evaluation of routine quality control test data supplied by the manufacturer.
 - 7.1.3.4 Certified statement from the manufacturer that the approved product is being manufactured under the same design, formulation, manufacturing process and quality control processes that were in effect when product or source was originally approved.
 - 7.1.3.5 Continued presence on an accepted national/regional program such as NTPEP.

8. DOCUMENTATION AND AVAILABILITY OF APLS

- 8.1 The new or updated APL shall be submitted to the Director for approval. Once approved, the APL will be uploaded to the [MCS&T Webpage](#)¹ and distributed to the District Materials Supervisors and any other interested parties.
- 8.1.1 All manufacturers or distributors of approved materials shall be required to reference their approval/lab number on the shipping documents (typically invoices) that accompany the approved material to the project.


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RLS:B

¹ https://transportation.wv.gov/highways/mcst/Pages/APL_By_Number.aspx