

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

MATERIALS PROCEDURE

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PROCEDURE FOR EVALUATING PRODUCTS FOR USE  
IN HIGHWAY CONSTRUCTION

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**1. SCOPE**

- 1.1 New products are frequently presented to the Division by various manufacturers, suppliers and/or producers (MS&Ps) with a request that they be considered for use in our highway program. To facilitate handling of such requests in a uniform and expeditious manner, this Materials Procedure outlines the steps necessary for such product submittal and evaluation. This Procedure covers the addition of approved submitted products to the Division's Approved Product List (APL).
- 1.2 This Materials Procedure outlines the review of materials for use outside of standard bid contract work. This applies to District Purchase Order Projects and outlines a path for the addition of materials to the Division's Qualified Purchase Order Materials (QPOMs).

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**2. REFERENCE DOCUMENTS**

- 2.1 MP 106.00.03: Guidelines for Establishing and Maintaining Approved Product Lists of Materials, Systems and Sources.
- 2.2 MP 106.10.50: WVDOH Buy America Acceptance Guidelines.

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**3. DEFINITIONS**

- 3.1 MCS&T Reviewing Entity: The applicable Section Supervisor at MCS&T who is responsible for the review and acceptance of a new product.
- 3.2 Non-MCS&T Reviewing Entity: A subject matter expert at a WVDOH division separate from MCS&T.
- 3.3 Project: For this Materials Procedure, this term means a traditional bid contract.
- 3.4 APL: Approved Product List.
- 3.5 MS&Ps: Material Supplier and/or Producer.
- 3.6 QPOM: Qualified Purchase Order Material.
- 3.7 QPOS: Qualified Purchase Order Submittal.
- 3.8 PO Project: Purchase Order Project.

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**4. SUBMISSION OF PRODUCT**

- 4.1 Consideration for product evaluation shall be requested through completion by the MS&Ps of WVDOH Form HL-468, "Preliminary Information for New Product

Evaluation". Once completed, DOH Form HL-468 shall be submitted to the MCS&T via email to the New Products Evaluation email address: [DOHNewProducts@wv.gov](mailto:DOHNewProducts@wv.gov).

- 4.1.1 The HL-468 Form can be found on the MCS&T Division's Materials Procedures [Webpage](#)<sup>1</sup>. A sample of this form is shown in Attachment 1. An online form may also be used to meet this requirement.
- 4.2 When submitting a product, the MS&P shall indicate whether the product is being submitted for either an APL or QPOM.
- 4.2.1 If a MS&P wishes the product to be submitted for both the APL and QPOM, they must complete two separate HL-468s. These may be sent together.

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## **5. REVIEW OF SUBMITTED PRODUCT**

- 5.1 Upon receipt of the completed Form HL-468, the MCS&T Division shall distribute to applicable MCS&T Reviewing Entity for preliminary evaluation.
  - 5.1.1 Within 30 calendar days of receipt, the MCS&T Reviewing Entity shall review the submittal in accordance with the applicable material requirements and decide if the product is acceptable.
  - 5.1.2 This MCS&T entity shall ultimately be responsible for the review of the new product, though they may reach out to Non-MCS&T Reviewing Entities for additional approving criteria.
  - 5.1.3 A Non-MCS&T Reviewing Entity shall be given 7 calendar days to review the submission before making a final decision. If the entity does not respond within that time, their affirmation for the approval will be assumed by the MCS&T Entity.
- 5.2 If the preliminary review indicates that additional information is needed, the MS&P shall be notified to submit additional information. This may include but not be limited to: samples, product specifications, certified test data, or product demonstrations. Product testing shall be coordinated by the MCS&T Division with the results of any further testing/evaluation being submitted to all appropriate evaluating parties. In the case where additional information has been requested or additional testing is required, the 30-day timeframe shall be reset to the date when the additional information is provided, or the testing has been completed.
- 5.3 If the MS&P fails to submit the request information within 30-days, the reviewing entity may reject the request. Discretion may be given if the information request requires testing or evaluation that would exceed this time frame.

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## **6. APPROVED PRODUCT LIST**

- 6.1 If the review indicates that the product meets the specifications, it shall be considered accepted and added to the APL. The MS&P shall be notified via letter.
- 6.2 If the reviewing entity determines that the WVDOH does not currently have any specifications for the submitted product, the WVDOH shall notify the MS&P via

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<sup>1</sup> <https://transportation.wv.gov/highways/mcst/Pages/MP-100s.aspx>

email that there is no specification; the MS&P may choose to submit the product for consideration as a QPOS (see Section 7).

- 6.2.1 If the MS&P indicates that they do not wish to be considered a QPOS, a non-approval letter shall be sent.
- 6.3 If the evaluation indicates that the product is not acceptable, the MS&P shall be notified by MCS&T via letter. The MS&P shall not submit the same product for evaluation within a six-month period.
- 6.4 In the instance where a product has significant approved usage, the Director (or their Designee) of MCS&T may add a product to either a new or existing APL as per MP 106.00.03. If a product is a candidate for being added to the APL in this manner, the MCS&T Lab Coordinator shall contact the MS&P prior to the addition of the product to the APL to request completion of the required HL-468.

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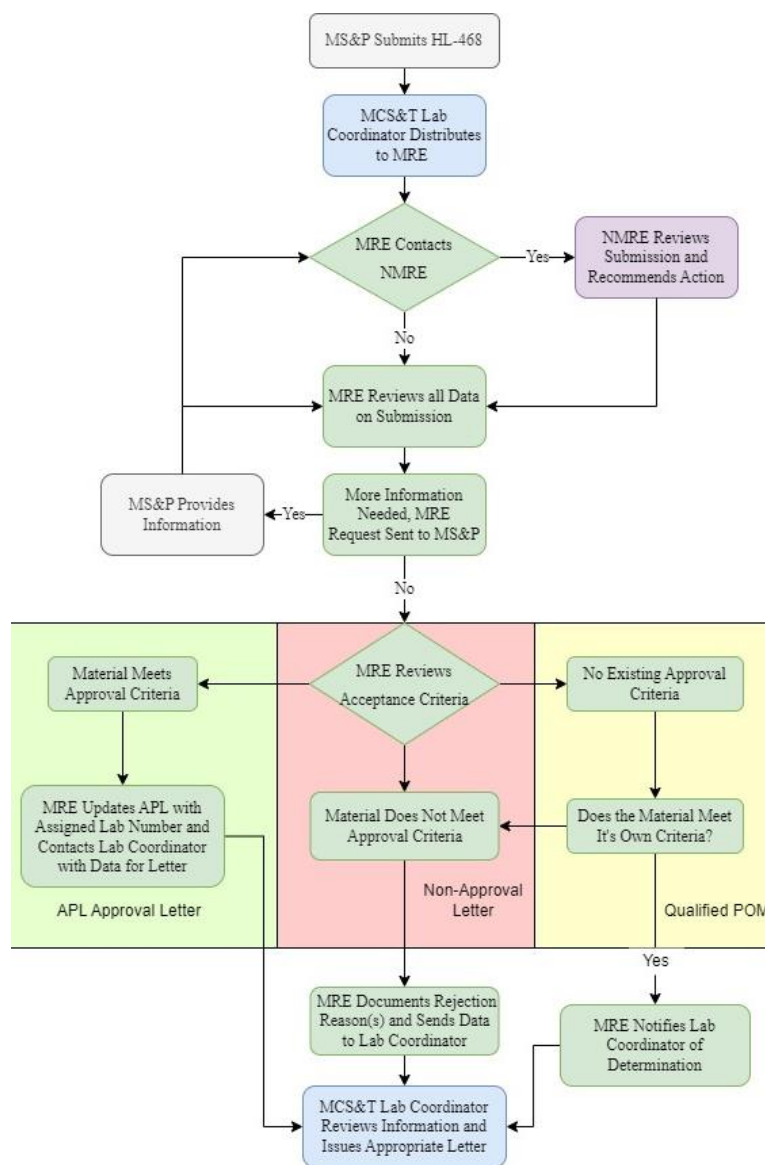
**7. QUALIFIED PURCHASE ORDER MATERIALS**

- 7.1 All products which appear on the Division's APL are approved for use on PO Projects. Under no circumstances shall an approved QPOM be used on a project without prior testing and approval.
- 7.2 The reviewing entity shall determine if the QPOS performs as specified by the manufacturer. If this product meets those criteria, a QPOM acceptance letter shall be issued.
- 7.3 If the evaluation indicates that the product is not acceptable, the MS&P shall be notified by MCS&T via letter. The MS&P shall not submit the same product for evaluation within a six-month period.

## 8. PROCESS FLOW CHART

8.1 A flow chart for the process is provided in Figure 1

Figure 1: Flow Chart for Approved Products List Process.



### Key:

MRE: MCS&T Reviewing Entity

NMRE: Non-MCS&T, WVDOT Reviewing Entity

MS&P: Manufacturers, Suppliers and/or Producers

## 9. NOTIFICATION LETTERS

9.1 Sample language for submission responses is shown in Attachment 2.

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**10. DOCUMENTATION OF REVIEWED PRODUCTS**

- 10.1 MCS&T shall maintain a directory on the [Division's APL Webpage](#)<sup>2</sup> listing all the current approved products.
- 10.1.1 Additionally, MCS&T may evaluate the product listing after one year to determine if the performance or functionality of the product/process meets the desired results, goals, or intentions of the DOH. Any such evaluation may result in the product being removed from the APL.
- 10.2 MCS&T shall maintain a directory on the [Division's QPOM Webpage](#)<sup>3</sup> listing all products in this category.
- 10.2.1 Additionally, MCS&T may evaluate the QPOM listing after one year to determine if the performance or functionality of the product/process meets the desired results, goals, or intentions of the DOH. Any such evaluation may result in the product being removed from the list.

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**11. REMOVAL OF PRODUCTS FROM APL OR QPOM**

- 11.1 If, at any time the reviewing entity determines that a previously approved product no longer meets the specifications, the product shall be removed from the respective list.
- 11.2 In this instance, the reviewing entity shall notify the MS&P via letter.

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**12. BUY AMERICA**

- 12.1 Each HL-468 submission must include whether the product meets the Federal and State Buy America requirements of Section 106.1 of the Specifications. If the MS&P indicates that their product meets Buy America requirements, the company shall produce a notarized Certificate of Compliance (CoC) signed by a company official with knowledge and authority to certify the product is compliant with applicable Buy America requirements.
- 12.1.1 In the event where the source of materials is changed and is no longer Buy America compliant, the MS&P must notify MCS&T in writing.
- 12.1.2 Under no circumstance shall the CoC described above be used for Buy America compliance on a project. Each project must submit a CoC as described in MP 106.10.50 "WVDOH Buy America Acceptance Guidelines."
- 12.2 A notarized CoC shall contain the following information:
- 12.2.1 Title: Certification of Buy America compliance for Source Approval.
- 12.2.2 The Name, Address and Contact Information for the Company.
- 12.2.3 The date of the application
- 12.2.4 A company statement that demonstrates compliance with Buy America.

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<sup>2</sup> [https://transportation.wv.gov/highways/mcst/Pages/APL\\_By\\_Number.aspx](https://transportation.wv.gov/highways/mcst/Pages/APL_By_Number.aspx)

<sup>3</sup> [https://transportation.wv.gov/highways/mcst/Pages/APL\\_By\\_Number.aspx](https://transportation.wv.gov/highways/mcst/Pages/APL_By_Number.aspx)

- 12.2.5 The name of the material and/or material code reference in the CoC. This material name shall be a clear, common name of the material that is comparable to the [AWP Material Name](#)<sup>4</sup>. Part Numbers etc. may also be on the document if the company wishes.
- 12.2.6 Signature of the Company Official and date.
- 12.3 The document must be notarized.
- 12.4 A sample of this CoC document is provided in Attachment 3.

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Michael A. Mance PE,  
Director  
Materials Control, Soils & Testing Division

MP 106.00.02 Steward – Lab Support Section  
MAM:B  
ATTACHMENTS

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<sup>4</sup> See “AWP Material Codes” at <https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx>

HL-468-24

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WEST VIRGINIA DIVISION OF HIGHWAYS  
PRELIMINARY INFORMATION FOR TECHNOLOGY/PRODUCT EVALUATION

1 TRADE NAME \_\_\_\_\_

MANUFACTURER \_\_\_\_\_

ADDRESS \_\_\_\_\_ APPLIED FOR? \_\_\_\_\_ APL or QPOM?  
City State Zip

2 REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
City State Zip

3 PRODUCT CATEGORY \_\_\_\_\_

4 EXISTING MATERIAL CODE: \_\_\_\_\_

5 BUY AMERICA BUILD AMERICA COMPLIANT? \_\_\_\_\_ NO \_\_\_\_\_ YES

5A IF 5 IS YES, SIGNED AND NOTARIZED CERTIFICATE OF COMPLIANCE  
PROVIDED IN ACCORDANCE WITH MP 106.00.02 \_\_\_\_\_ YES

6 RECOMMENDED USE - PRIMARY

7 RECOMMENDED USE - ALTERNATE

8 ANY KNOWN OR PROBABLE ADVERSE AFFECT ON PRESENTLY USED OR  
INSTALLED MATERIALS, STRUCTURES OR EQUIPMENT

9 PLAN DRAWING, PICTURE, OR SKETCH FURNISHED BY MANUFACTURER?

\_\_\_\_\_ YES \_\_\_\_\_ NO

10 MEETS REQUIREMENTS OF FOLLOWING SPECIFICATIONS

\_\_\_\_\_ &lt;-AASHTO \_\_\_\_\_ &lt;-ASTM \_\_\_\_\_ &lt;-FHWA \_\_\_\_\_ &lt;-OTHER \_\_\_\_\_

11 APPROVED FOR PROPOSED USE BY HIGHWAY AUTHORITIES OR OTHER  
AGENCIES IN THE FOLLOWING STATES\_\_\_\_\_  
\_\_\_\_\_

12 ARE INSTRUCTIONS OR DIRECTIONS FOR INSTALLATION, APPLICATION OR USE  
AVAILABLE?

\_\_\_\_\_ YES \_\_\_\_\_ NO  
COPY ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ NO

13 WILL DEMONSTRATION BE PROVIDED? \_\_\_\_\_

14 ARE EDUCATIONAL COURSES OR  
VIDEOS AVAILABLE?

\_\_\_\_\_ YES \_\_\_\_\_ NO

15 AVAILABILITY SEASONAL

NON-SEASONAL  
DELIVERY AT SITE \_\_\_\_\_

AFTER RECEIPT OF ORDER.  
ARE QUANTITIES LIMITED?

\_\_\_\_\_ YES \_\_\_\_\_ NO

16 WILL FREE SAMPLE BE FURNISHED?

\_\_\_\_\_ YES \_\_\_\_\_ NO

17 NEW MARKET? \_\_\_\_\_ YES \_\_\_\_\_ NO

ALTERNATE FOR WHICH EXISTING PRODUCT? \_\_\_\_\_

18 IS PRODUCT GUARANTEED? \_\_\_\_\_ YES \_\_\_\_\_ NO

CONDITIONS?

19 BACKGROUND DESCRIPTION OF COMPANY AND ITS PRODUCT

20 ADDITIONAL INFORMATION

21 THE FOREGOING INFORMATION IS FURNISHED BY

NAME/TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMAIL COMPLETED FORMS TO:

[DOHNewProducts@wv.gov](mailto:DOHNewProducts@wv.gov)



ATTACHMENT 2: SAMPLE APL RESPONSE LANGUAGE

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**1. APL APPROVAL RESPONSE**

West Virginia Division of Highways (WVDOH) Laboratory Approval Numbers 2XXXXXX has been issued to your company <Name of Company>, for the Approved Product List. The approval number, effective Date Month Day, 20XX, must appear on all shipping documentation for said product supplied to the WVDOH projects.

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**2. NO APL RESPONSE:**

The West Virginia Division of Highways (WVDOH) has evaluated your submittal of <Product Name>, <Product Material> as per Materials Procedure MP 106.00.02. This Division is not approving your material at this time for the Approved Product List; the WVDOH does not currently have a Specification or Materials Procedure which applies to your product.

This material may be evaluated for the Division's Quality Purchase Order Material List as specified in MP 106.00.02.

Designers may propose the use of this product in project plans or Contractors may propose the use of the product in projects they are constructing for the WVDOH. In either case, the WVDOH would evaluate the product and its proposed application in the specific project to make a determination on approving the use of it at that time.

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**3. NON-APPROVAL RESPONSE (APL)**

This material was submitted to the West Virginia Division of Highways for consideration in accordance with Materials Procedure 106.00.02.

This letter is to notify you that the Division is not approving this product at this time. As per Section <XXX> of the Standard Specifications Roads and Bridges, "<Description of Non-Approval Reason>."

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**4. QPOM ACCEPTANCE**

The West Virginia Division of Highways (WVDOH) has evaluated your submittal of <Product Name>, <Product Material> as per Materials Procedure MP 106.00.02 for the Quality Purchase Order Material List.

West Virginia Division of Highways (WVDOH) Laboratory Approval Numbers Q2XXXXXX has been issued to your company <Name of Company>, for the above-mentioned product. This number, effective Date Month Day, 20XX, must appear on all shipping documentation for said product.

This product has been evaluated and meets the provided criteria. This material has been added to the Qualified Purchase Order Material List for use

on Purchase Order projects only. The list is available on the [Division's Webpage](#)<sup>5</sup>. This material has not been added to the Division's Approved Product List and shall not be used on a contract project without prior approval.

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**5. NON-APPROVAL RESPONSE (QPOM)**

This material was submitted to the West Virginia Division of Highways for consideration in accordance with Materials Procedure 106.00.02.

This letter is to notify you that the Division is not approving this product for the Qualified Purchase Order Master List currently. As per the provided criteria, this material <description of failure>.”

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<sup>5</sup> <https://transportation.wv.gov/highways/mcst/Pages/Quality-Purchase-Order-Materials-List.aspx>

ATTACHMENT 3 - SAMPLE COMPLIANCE FORM  
**Certification of Buy America, Build America Compliance  
For Source Approval**

Acme Manufacturing Company  
123 Main Street  
Charleston, WV  
25302

**HL 468 Submission Date:** 10/31/2022

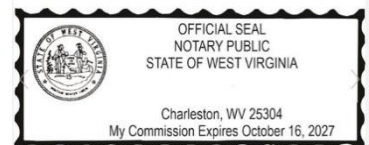
The below listed materials and products meets all the requirements of all Federal and State Laws for Buy America, including but not limited to: Chapter 5, Article 19 and Chapter 5A, Article 3 Section 56 of the West Virginia Code; 23 U.S.C. 313 Buy America, 23 CFR 635.410 Buy America Requirements, and Build America, Buy America Act, Section 70914.

**This Certification of Compliance is for the material listed below:**

526.003.004 - Widget, Part Qi  
596.003.004 - Widget, Part Hr

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Jonathan Doe, Quality Assurance Manager



WVDOH Use Only

Reviewed by:

Reviewed Date:

Status: