

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

MATERIALS PROCEDURE

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PROCEDURE FOR EVALUATING PRODUCTS / PROCESSES FOR USE  
IN HIGHWAY CONSTRUCTION

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1.0 SCOPE

- 1.1 Products / Processes not currently covered by the Standard Specifications or Supplemental Specifications are frequently presented to the Division by various producers or suppliers with a request that they be considered for use in our highway program. In order to facilitate handling of such requests in a uniform and expeditious manner, this Materials Procedure outlines the steps necessary for such product/process evaluation.

2.0 PROCEDURE

- 2.1 Consideration for New Product Evaluation shall be requested through completion of West Virginia Division of Highways (DOH) Form HL-468, "Preliminary Information for New Product Evaluation". Once completed, DOH Form HL-468 shall be submitted to the Materials Control, Soils and Testing Division (MCS&T) via email to the New Products Evaluation email address: [DOHNewProducts@wv.gov](mailto:DOHNewProducts@wv.gov).

The HL-468 Form can be found on the MCS&T Division's New Product Evaluation webpage:

- 2.2 Upon receipt of the completed Form HL-468, the Materials Control, Soils and Testing Division shall distribute to Districts/Divisions and/or other applicable parties for evaluation. This preliminary evaluation shall determine the need/usefulness of the product/process for various DOH applications. Any District/Division having an interest shall respond within fourteen calendar days to MCS&T. Lack of response from Districts/Divisions personnel, shall be indication of "No Interest". A further, more detailed review/evaluation of the product may follow if deemed necessary and is detailed in bullet 2.2.2 below.

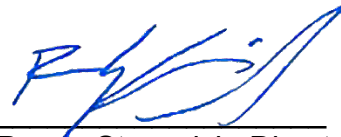
- 2.2.1 If the preliminary review indicates that the product may be accepted without further evaluation, the Manufacturer/Supplier shall be notified by MCS&T that no further information or testing is warranted.
- 2.2.1.1 Please note that such approvals may result in the need for new policies and guidance such as Standard Specifications, Special Provisions, or Design Directives and creation of such will need to be championed by the interested party and work through the applicable approval processes.
- 2.2.2 If the preliminary review indicates that further research or evaluation is warranted, the Manufacturer/Supplier shall be notified by MCS&T to submit additional types of information. This may include but not be limited to: samples, product specifications, certified test data, or product demonstrations. Product/Process demonstrations shall be coordinated by the Materials Control Soils and Testing Division with the results of any further testing/evaluation being submitted to all appropriate District/Division personnel for review and comment.
- All comments shall be forwarded to MCS&T within fourteen calendar days. The Manufacturer/Supplier shall be notified by MCS&T of the result of these additional evaluations. Refer to bullets 2.2.1 and 2.2.1.1 if the product is acceptable and approved.
- 2.2.3 If the review indicates that the product is not acceptable, the Manufacturer/Supplier shall be notified by MCS&T. The Manufacturer/Supplier shall not be permitted to submit the same product for evaluation during the same calendar year.

3.0 DOCUMENTATION

3.1 The Materials Control, Soils and Testing Division shall maintain a New Product Evaluation listing with the current status of all requests from the time of receipt. This listing shall include the product evaluation report number, which will provide information such as; the product name, the Manufacturer/Supplier, date of initial request, and the final action recommended. This listing will be maintained on the Division's web-site. Where applicable, product evaluation data will also be submitted for inclusion in the AASHTO Product Evaluation List (APEL).

3.1.2 Additionally MCS&T may evaluate the product/process after one year to determine if the performance or functionality of the product/process meets the desired results, goals or intentions of the DOH. Please note that any such evaluation may result in the product being removed from the New Product Evaluation Listing. This report will be in the form of a Materials Inspection Report (MIR) and this report will remain as part of the new products evaluation listing.

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# Flow of New Product Evaluation

