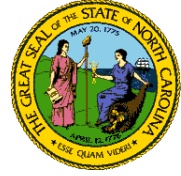




North Carolina Department of Transportation Materials and Tests Unit (M&T)



NCDOT Product Evaluation Program & Resource Conservation Program Guidelines

Version 1.1

January 2021

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1. The Product Evaluation Program

The purpose of the Product Evaluation Program (PEP) is to provide a comprehensive evaluation of products to be used in all NCDOT operations. This mandated program requires that reviews are completed in one year. Additionally, the program evaluates if products are viable for use in North Carolina's infrastructure by performing a detailed review of product specifications, technical data, and test results and, in certain instances, monitor installations and provide documentation on the product's durability and performance.

Products evaluated are typically those that have not been previously evaluated by NCDOT and where a NCDOT Standard Specification does not exist, or products that have a NCDOT Standard Specification will call for a product to be selected from the Approved Products List (APL).

Products submitted to NCDOT for evaluation must meet the following criteria:

- The vendor must use the online application located on the [PEP website](#);
- The vendor must identify the proposed use of the product or technology;
- The product or technology must be directly related to the transportation system; and,
- The product or technology must be fully developed, marketable, and commercially available.

a) Personnel

The following PEP Engineers are principles on this program.

Co-Lead	Dan Snoke, PE	djsnoke@ncdot.gov	919-707-6689
Co-Lead	Steven Bolyard	sjbolyard@ncdot.gov	919-707-6688
	Service Account	ProductEvaluation@ncdot.gov	

b) Process

(1) RECEIPT AND DISTRIBUTION OF PEP APPLICATION

Prior to submitting their application, the customer needs an NCID. The steps to obtain an NCID can be found here –

For US Company:

<https://connect.ncdot.gov/resources/Products/ProductResources/Steps%20for%20Setting%20up%20NCID-US.pdf>

Non-US Company:

<https://connect.ncdot.gov/resources/Products/ProductResources/Steps%20for%20Setting%20up%20NCID-%20International.pdf>

The PEP Application is submitted via the website link provided here:

<https://connect.ncdot.gov/site/ProductEvaluation/Pages/PE-default.aspx>

Information on how to submit a product can be found here:

<https://connect.ncdot.gov/resources/Products/ProductResources/NCDOT%20PEP%20Submission%20Process.pdf>

Should the customer lose their password or username, instruction on how to reset them can be found here:

<https://connect.ncdot.gov/resources/Products/ProductResources/Forgot%20NCID%20Username%20or%20Password.pdf>

Once the application is submitted a notification that the application has been submitted will be sent to the Service Account (productevaluation@ncdot.gov). Upon receipt of a PEP Application, the PEP Engineer determines if the product should be evaluated for possible inclusion on the APL.

If the product will be evaluated for possible inclusion on the APL, the PEP Engineer will acknowledge receipt of the Application to the applicant via email and assign an identification number.

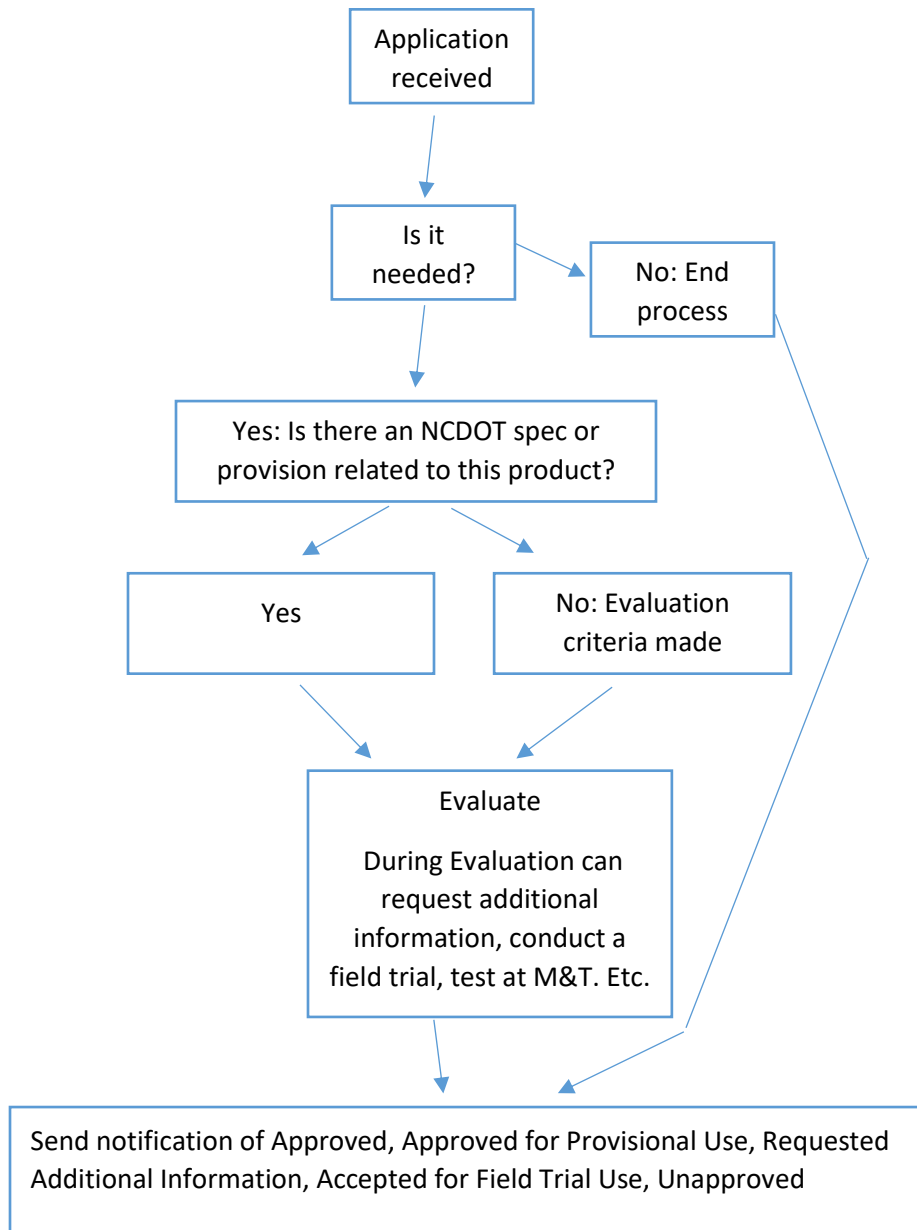
The PEP Engineer will process the Application and forward to the appropriate Technical Work Group (TWG) for evaluation.

Once a product is in the field, the PEP Engineer collects information on products in use through the Product Feedback Form v0.2 Reader found online:

<https://connect.ncdot.gov/resources/Products/Documents/Product%20Feedback%20Form%20v0.2%20Reader.pdf>

(3) TECHNICAL WORK GROUP EVALUATION PROCESS

The following flow chart explains the evaluation process for the Technical Work Group (TWG).



(4) FIELD TRIAL PROCESS

When a product is given the status of Accepted for Field Trial Use the manufacturer will be informed as described in the previous section. This status requires that the product be placed on a project and be monitored for approximately one year. It is the manufacturer's responsibility to find the project site and inform the PEP of the project. The product has to be installed within two (2) years of being given the Field Trial status, with a final report received three (3) years after status provided.

(5) APPEALS PROCESS

If a vendor does not agree with the determined product status, the vendor may elect to appeal the product status. The vendor must appeal in writing via email to the PEP Engineer within 30 calendar days of product status notification and the appeal must include new or additional product information. The PEP Engineer determines if the appeal documentation is complete.

If the appeal documentation is complete and contains pertinent additional information, the PEP Engineer will forward the appeal package to TWG for re-evaluation. If the appeal documentation is not complete or does not contain pertinent additional information, the PEP Engineer will notify the vendor that the original product status stands.

During the evaluation process, the TWG may request a meeting with the vendor to further discuss the product. Should the vendor fail to respond to this meeting request within 30 calendar days, the product will not be considered for further review. The vendor must submit a new PEP Application to be considered for future evaluation. The vendor is able to appeal the decision twice.

(6) RECERTIFICATION

The PEP has a Recertification process to ensure the APL is up to date with available products for use by NCDOT. The goal of Recertification is to ensure that all listed products are commercially available and meet current standards. Recertification requests are typically sent on an annual basis. Vendors are required to follow the instructions in the recertification requests which typically require submitting a signed statement showing their products meet the current NCDOT standards. Failure to complete recertification will result in the products being removed from the APL in order to maintain their existing status on the APL.

(7) CHECKLISTS

Some of the submitted products require information for a complete review by the TWG or PEP Engineer. This information can be found via checklist on the PEP website:

<https://connect.ncdot.gov/resources/Products/Pages/default.aspx>

(8) PROPRIETARY

The procedure for using a proprietary item on North Carolina DOT Projects is governed by CFR Title 23 Highways and can be found here:

<https://connect.ncdot.gov/resources/Specifications/Specification%20Resources/Proprietary%20Product%20Guidelines.pdf>

(9) PRODUCT STATUS DEFINITIONS

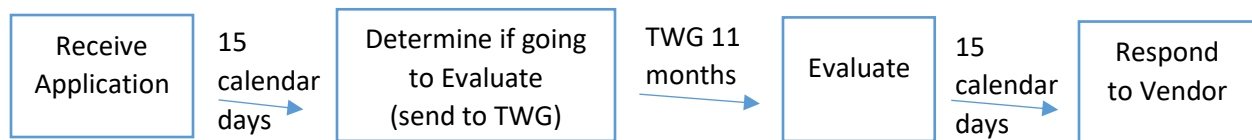
The following are the potential product status and associated definitions:

- Approved: The product is approved for use with no restriction and may be used at the engineer's discretion.
- Approved for Provisional Use (APU): The product is approved for use with certain limitations. The limitation will be listed on the Approved Products List or you may contact the PEP Engineers for further description.

- Accepted for Field Trial Use: The product has been evaluated and will need to be observed in the field before a final status will be given.
- Under Evaluation: The product is currently being reviewed and has not been approved for use. If you have interest in using a product that is under evaluation, contact the PEP Engineers to discuss the possibility of a field trial.
- Requested Additional Information: The product is currently being reviewed and additional information has been requested from the vendor, which is needed to complete the evaluation.
- Appeal: Applicant appealed original NCDOT decision. The appeal is under review pending new information submitted.

c) Timeline

The following timeline is related to Section 5 above.



d) Outputs

The Approved Products List (APL) is the master list that contains details of all the approved products to be used in NCDOT operations.

In addition, the PEP Engineer will research innovative technologies to implement in NCDOT operations and to present to the Board of Transportation at their monthly meeting. All reports can be found on the PEP website, <https://connect.ncdot.gov/resources/Products/Pages/default.aspx>.

e) Training

Vendors may offer training to NCDOT staff through the PEP. Prior to the training, an agenda and suggested times must be submitted and approved by the PEP Engineer. Divisions and Technical Work Groups can request training on the PEP Program to be conducted by PEP Engineers. These training can be done in person or via a virtual platform.

2. The Resource Conservation Program

The purpose of the Resource Conservation Program (RCP) is to promote the use of recycled and solid waste by-products and the reuse of materials in the construction and maintenance. This is in accordance with the NC General Statute (G.S.) 136-28.8 and is included in NCDOT Specification 104 Scope of Work, Article 104-13. A

a) Personnel

The following RCP Engineer is principle on this program.

Lead	Steven Bolyard	sjbolyard@ncdot.gov	919-707-6688
	Service Account	ResourceConservation@ncdot.gov	

b) Process

Annual Recycling Reporting

The process for reporting and collecting the recycled material data is now online. Contractors (post project let) and division personnel shall use the following link to report material quantities:

<https://connect.ncdot.gov/resources/Products/Pages/Recycle.aspx>

The contractors and divisions report annually. Contractors are to report the quantities of reused or recycled materials either incorporated in the project or diverted from landfills and any practice that minimizes the environmental impact on the project on the reporting form.

Coal Combustion Reporting

The process for contractors to submit a request to use Coal Combustion Products for embankment fill can be found online at the following location:

<https://connect.ncdot.gov/resources/Products/ProductResources/Process%20for%20Utilizing%20Coal%20Combustion%20Products.pdf>

The form that contractors will need to be filled out to request the use of Coal Combustion products is located online at the following location:

<https://connect.ncdot.gov/resources/Products/ProductResources/Process%20for%20Utilizing%20Coal%20Combustion%20Products.pdf>

c) Output

On or before October 1 of each year, the Department shall report to the Division of Environmental Assistance and Outreach of the NC Department of Environmental Quality, NCDEQ (formerly the NC Department of Environment and Natural Resources, NCDENR) as to the amounts and types of recycled materials that were specified or used in contracts that were entered into during the previous fiscal year. On or before December 1 of each year, the Division of Environmental Assistance and Outreach shall prepare a summary of this report and submit the summary to the Joint Legislative Commission on Governmental Operations and the Joint Legislative Transportation Oversight Committee. The summary of this report shall also be included in the report required by G.S. 136-28.8.

d) [Training](#)

Training on how to complete the processes in the RCP can be conducted by the RCP Engineer on request. These trainings can be done in person or via virtual platform.