<u>**APPLYING FOR PRODUCT EVALUATION:**</u>

<u>**INSTRUCTIONS AND GUIDELINES**</u>

Program Purpose

The purpose of the Product Evaluation Program is to provide a comprehensive evaluation of products in order to make the North Carolina Department of Transportation's (NCDOT) network safer, move people and goods more efficiently, and make the infrastructure last longer. Another purpose of the program is to determine if evaluated products are viable for use in North Carolina's infrastructure by monitoring installations and providing documentation on their durability and performance.

Product Categories and Sub-Categories

Please review NCDOT's Approved Products List for similar products to determine the category and sub-category that best applies to your product. If more than one category and sub-category combination applies, please list the additional categories and sub-categories to be considered. <u>Once you have selected a Category and Sub-Category, you must click the green **Add Category** button on the right side to add it to the Category Choices list below.</u> You must click the green **Add Category** button for each Category/Sub-Category combination that you want your product to be considered for.

Product Checklist(s)

After you select a product Category/Sub-category combination and click the green **Add Category** button, if that Category/Sub-category combination has a **required checklist**, the checklist will appear below the Category Choices listing box. **YOU MUST CLICK THE CHECKLIST LINK AND READ THE ENTIRE CHECKLIST BEFORE SUBMITTING YOUR PRODUCT APPLICATION.** <u>Failure to click this link</u> **and** <u>submit all the requested information can result in a delay or rejection of your application!</u>

Product Website

When entering in a website address for your product, please make sure that you enter https:// before your product website address. There is a "Click here to test" link that will allow you to test whether the website address you have entered is viable. If you click this link, and the webpage does not automatically load, then the entered link is not valid and may prevent the application from submitting.

Other State DOT's Approved For

If you list other states that have used your product; NCDOT requests that you also list contact information for each state DOT that is familiar with your product.
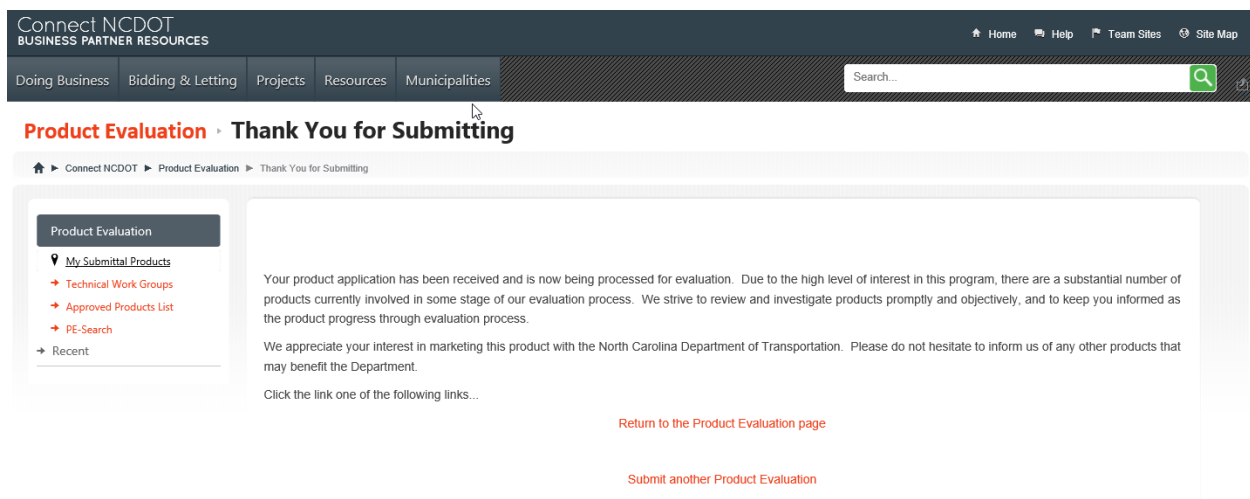
Product Information Fields

Please complete all the listed fields, if possible. All required fields have a red asterisk (*****) next to them. These required fields must be completed for the application to be submitted. Lastly, if you have selected a Category/Sub-category combination that has a required checklist associated with it, at the bottom of the page a user agreement will appear with a check box. **You must check this box to submit your application. The check box affirms that you have read the entirety of the linked checklist(s), and that you**

understand you must submit all the required information requested on those checklists in order for your application to be processed.

Please remember that failure to submit all required documentation listed on a product application checklist can result in the delay or rejection of your product's application!

When you click the green **Submit** button at the bottom of the screen to submit your application, a confirmation screen will pop-up to confirm your submittal. If you do not receive a confirmation screen (pictured below) then your application has not been submitted.

**Please be advised that some units within NCDOT maintain their own Qualified Product List; which is separate from the Approved Products List. In order to be considered for inclusion on these lists, you will need to apply directly to that unit. These units are listed below; the links are for reference purposes only.

1. The ITS and Signals Qualified Products List (ITSS QPL) contains traffic signal equipment and material standards that are approved for use on contract projects on the North Carolina State Highway System. https://connect.ncdot.gov/resources/safety/Pages/ITS-and-Signals-Qualified-Products.aspx
2. Materials and Tests Unit establishes the acceptance criteria for materials used by the North Carolina highway system and maintains QPL's and Approved Producer/Supplier Lists for reinforcement, aggregates, paints, mix designs, etc. at https://connect.ncdot.gov/resources/Materials/Pages/default.aspx
3. The Geotechnical Unit maintains Approved Lists for Mechanically Stabilized Earth (MSE) walls, Stabilized Retaining Walls, and polymer slurries with vendor and approval information.

If you have any questions please don't hesitate to contact the Product Evaluation Program Team at (919) 707-6680 or productevaluation@ncdot.gov