MINNESOTA DEPARTMENT OF TRANSPORTATION
Engineering Services Division
Technical Memorandum No: 03-20-T-05
August11, 2003

To: Distribution 57, 612, 618, 650

From: Richard A. Stehr
Division Director
Engineering Services Division

Subject: Traffic Control and Safety Product Evaluation Process and Qualified Products List

FOR HISTORICAL REFERENCE ONLY

Expiration
This is a new Technical Memorandum. This Technical Memorandum shall remain in force until June 18, 2008.

Implementation
The process contained in this technical memorandum is effective immediately.

Introduction
The traffic control and safety products evaluation process was developed to track the evaluation of and establish a focal point for the review of new traffic control and safety products.

Purpose
The purpose for this technical memorandum is to establish a system for Mn/DOT concerning the evaluation of new traffic control and traffic safety products. Another purpose is to establish a qualified products list of these products.

Scope
The process and qualified products list contained in this proposal is for review of traffic control and safety products in the areas of:

- Permanent Signing
- Permanent Pavement Markings
- Lighting
- Signals
- Temporary Traffic Controls and Safety Devices
- Traffic Management

This proposal only applies to new traffic control and safety product evaluation by Mn/DOT. Other agencies and road authorities have different needs that may require modified evaluation criteria and processes.

Guidelines
Details regarding the review process can be found on the attached Traffic Control and Safety Product Evaluation Process**.** These details can also be found on Mn/DOT's website at: http://www.dot.state.mn.us/trafficeng/index.html.

Qualified Products List
Upon successful completion of the evaluation each traffic control and safety product vendor will be notified in writing and the product will be added to the OTSO (Office of Traffic Security and Operations) QPL (Qualified Products List). This list will be maintained on Mn/DOT's website at: http://www.dot.state.mn.us/trafficeng/index.html. The list will contain the date the product was added from the QPL.

Questions
For information on the contents of this technical memorandum, contact Jon Jackels, Pavement Marking, Work Zone Engineer, and Products Review Engineer
at (651) 284-3477.

Any questions regarding publication or distribution of this Technical Memorandum should be referred to the Mohammad Dehdashti, Design Standards Engineer at (651) 296-4859 or, Design Services Section (651) 296-2381. All active and a list of historical Technical Memoranda can be viewed at http://www.dot.state.mn.us/tecsup/tmemo/index.html.

Attachments: Traffic Control and Safety Product Evaluation Process
Mn/DOT Preliminary Information for Traffic Control and Safety Product Evaluation Form

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- END -

Traffic Control and Safety Product Evaluation Process
June 18, 2003

Introduction

Background

The traffic control and safety products evaluation process was developed to track the evaluation of and establish a focal point for the review of new traffic control and safety products. This goal was accomplished, however, changing needs demand an improved process to address issues related to new product review.

Problem

The changing needs not addressed by the current process are:

- The merger of the Office of Traffic Engineering (OTE) and Office of Advanced Transportation Systems (OATS) into the Office of Traffic Engineering and Intelligent Transportation Systems (OTE/ITS) created a need to include additional efforts in the product evaluation process. The merger of OTE/ITS with the Regional Traffic Management Center into the Office of Traffic, Security and Operations (OTSO) increased the need for this additional effort.
- The need to provide timely and periodic response to applicants regarding the status of their application and the evaluation.
- Involvement of Contract Administration and the Office of Maintenance equipment and NTREC efforts in the evaluation process for traffic control and safety devices.
- The need to provide managers with up to date information regarding the disposition of new product evaluations.

Purpose

The purpose of this process is to establish a system for Mn/DOT concerning the evaluation of new traffic control and traffic safety products.

Scope

This proposal only applies to new traffic control and safety product evaluation by Mn/DOT. Other agencies and road authorities have different needs that may require modified evaluation criteria and processes.

Process

Categories

The process contained in this proposal is for review of traffic control and safety products in the areas of:

- Permanent Signing
- Permanent Pavement Markings
- Temporary Traffic Controls and Safety Devices
- Lighting
- Signals

Objectives

The process for evaluation of new products has the following objectives:

1. Reestablish a focal point in the office for all evaluations
2. Establish a reporting system
3. Provide timely and periodic response to applicants
4. Provide historic data and information to traffic engineering professionals
5. Establish a liaison with Contract Administration and Maintenance Operations
6. Coordinate new products evaluations with traffic engineering research efforts

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Focal Point

Coordination of new product evaluation has been assigned to the Pavement Marking and Work Zone Engineering Section of OTSO. This section will be responsible to carry out the process contained in this proposal. To accomplish this a member of the section will be assigned the duties of New Products Coordinator.

This is a coordination role only, each involved section of OTSO, Contract Administration, or Maintenance Operations has the responsibility for individual evaluations and reports. To accomplish this each evaluation will have an investigator identified by the investigating office or section. This investigator will work closely with the New Products Coordinator to insure the process is followed.

Reporting System

Each individual investigator will be responsible for the reports and contacts required by the new product evaluation process and will insure individual evaluations are completed and forwarded on schedule.

An electronic tracking system available to managers to determine the status of all evaluations will be developed. Each unit will be responsible for keeping the data for their reviews up to date.

Response

An important objective is to keep interested parties appraised of the status of all evaluations. This is a responsibility of the investigator. For longer-term evaluations it may be important to provide periodic reports regarding the progress of the evaluations. The investigator, at the beginning of each evaluation should establish the frequency of these reports.

Data and Information

Once the evaluation and reports are completed each unit will keep a file of the activities for future reference.

Liaison

The New Product Coordinator will act as liaison with Contract Administration and Maintenance Operations to insure the evaluations being completed by these offices are included in the process. This role will also ensure that the Department is not conducting duplicate evaluations.

Coordination with Research

Occasionally new product evaluation cannot be conducted or completed without conducting traffic engineering research to determine the effectiveness of the product or process. For these situations it is the responsibility of the investigator to work with the OTSO Research Engineer.
Some traffic engineering research efforts, especially in the ITS area, include the evaluation of new traffic control and safety products. When this occurs it is

advantageous to conduct the research and the product review concurrently. It is the responsibility of the principal researcher or investigator to inform the New Products Coordinator of these activities to ensure the reporting and tracking process is followed.

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Procedure

The following procedure is proposed to achieve the objectives of the evaluation process:

Forms

Initial contact is accomplished by use of the Preliminary Information for Traffic Control and Safety Evaluation form included as Attachment 1.

Process

After receipt of the completed form the following actions are taken:

Step	Action
1	New Products Coordinator forwards the completed application to affected unit (signing, pavement markings, work zones, lighting, or signals) manager for preliminary review within 5 business days from receipt of application (attachment 1).
2	Unit leader determines if evaluation is needed prior to approval or rejection within 10 business days from receipt of application. If evaluation is not needed, skip to step 5, otherwise proceed to step 3.
3	Unit leader identifies an investigator. The investigator informs the applicant of evaluation process and time line within 40 business days from receipt of application. If concurrent research is indicated the investigator consults with the OTSO Research Engineer.
4	Product or device evaluation is completed. The investigator keeps the New Products Coordinator and applicant informed of periodic and final results.
5	New Products Coordinator informs applicant of decision (approval or denial) within 5 business days of final notification by the investigator.
6	If approved, the product or device is added to appropriate qualified product list.
7	The new product or device evaluation file is closed and retained by the investigator for future reference.

Conclusion

Implementation of this process will aid in the coordination and systematic review of new traffic control and safety products used by Mn/DOT.

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STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION

Preliminary Information for Traffic Control and Safety Product Evaluation

INSTRUCTIONS:

Complete this form on a computer or print and complete in black ink. Answer all questions. Use an "X" to indicate choices. Where a question is not applicable enter "NA". Attach additional sheet(s) as necessary.

SUBMIT TWO (2) COPIES OF ALL SUPPORTIVE PRODUCT INFORMATION.

By submitting this form, the contractor and/or vendor accept the responsibility for unused or surplus sample portion(s).

Manufacturer		Phone Number - -
Street Address		Fax Number - -
City	State	Zip Code
Local Distributor or Sales Representative		Phone Number - -
Street Address		Fax Number - -
City	State	Zip Code
Email address		

Product or Trade Name:			
Primary Use:	☐Work Zone ☐Signals	☐Pavement Marking ☐Lighting	☐Permanent Signing ☐Traffic Management
Material Composition: Please enclose all applicable: ☐Laboratory test results, ☐storage requirements, ☐ shelf life, ☐material safety data sheets, and ☐disposal procedures.			
Outstanding feature(s) of the product or process is:			
Date introduced to the market - -			
Alternate for what product or process:			
Material cost per unit (F.O.B.):	Installed cost per unit:		
List all applicable specifications and give specification numbers:			
☐AASHTO			
☐ASTM			
☐Federal Specification			
☐Mn/DOT Specification			
☐Other (State, Local Government, etc; Please enclose specifications)			

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Please answer the following questions by placing an "X" in the appropriate boxes.

YES	NO	
☐	☐	Will a demonstration of the product be provided?
☐	☐	Is product availability seasonal?
☐	☐	Is the product or material ☐warranted or ☐guaranteed? If so, copies of this ☐are enclosed or ☐will be sent on request.
☐	☐	Is product use seasonal?
☐	☐	Are available quantities limited?
☐	☐	Will free samples be provided for laboratory testing? If so, samples will be provided by the ☐manufacturer or ☐local distributor. Do not send samples unless requested by Mn/DOT.
☐	☐	Will free samples be provided for field evaluation? If so, samples will be provided by the ☐manufacturer or ☐local distributor.
☐	☐	Will a representative of the ☐manufacturer and/or ☐local distributor be on site during initial installation?
☐	☐	Will the ☐manufacturer or ☐local distributor apply the product for the field evaluation?
☐	☐	Will necessary installation equipment be furnished to the State?

Indicate all supporting materials and information available for this product:

	Available	Enclosed	If Requested
Video Tapes	☐	☐	☐
CD	☐	☐	☐
Slides	☐	☐	☐
Pictures	☐	☐	☐
Specifications	☐	☐	☐
Manuals	☐	☐	☐

Attach examples and test results, reports, approvals, etc. of use by other agencies and persons regarding experience with this product or process. Include number of years used and whether this use has been experimental or routine. Include complete names, titles, mailing addresses, phone numbers and email addresses so these individuals may be contacted.

DO NOT SUBMIT SAMPLES OR MATERIALS UNTIL SPECIFICALLY ASKED.

The ☐manufacturer or ☐local distributor will pick up surplus materials.

Please return the completed form to:

John Benson
New Products Coordinator
Office of Traffic, Security and Operations
395 John Ireland Blvd, Mailstop 725
St. Paul MN 55155
Email: john.benson@dot.state.mn.us

For Mn/DOT Use Only	Date Received:	Date Assigned:
Person/Office assigned to:		

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