

VERMONT AGENCY OF TRANSPORTATION
CONSTRUCTION & MATERIALS BUREAU
MATERIAL TESTING & CERTIFICATIONS SECTION



APPROVED PRODUCTS PROGRAM

Guidelines

Program for the development, maintenance, and publishing of a listing of products meeting
VTTrans Standard Specifications for Construction.

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PURPOSE

The Approved Products Program is a tool of the Agency's Materials Acceptance Program (MAP), with the MAP a component of the Agency's Quality Assurance Program (QAP). The QAP satisfies the Acceptance Program requirements of 23 CFR § 637.207 Quality Assurance Program.

The Approved Products Program is intended to develop, maintain, and publish the Approved Products Listing (APL), a publicly available catalog of select transportation-related products meeting VTrans Standard Specifications for Construction. Products listed on the APL will have undergone evaluation by Agency subject matter experts (SMEs) and determined to meet the requirements of the specification under which the product is listed.

Products included on the Agency's APL require no additional certification beyond verification of APL inclusion.

1.0 APPLICABILITY

The Approved Products Program applies to the VTrans Standard Specifications for Construction. Products or materials not applicable to these specifications will not be considered.

The APL will contain products for select material specifications in the VTrans Standard Specifications for Construction as deemed necessary by VTrans. Listings for additional specifications, including special specifications, will be considered individually.

1.1 Specification Applicability

All material specifications may be considered for the APL however it may not be practical to maintain a listing for all specifications. Material specifications will be considered independently for inclusion on the APL, consideration will include the following:

- a. Product Availability. Material specifications for which an APL listing is maintained should have readily available products meeting the specification. Materials specifications where only a single product meeting specifications is available should only be considered under "Specific Use" below.
- b. Material Requirements. Material specifications for which an APL listing is maintained must have clear material requirements to evaluate a product against. Material specifications with minimal, vague, or absent requirements may result in a product being approved for a use it is not intended for.
- c. Product Data. Material specifications for which an APL listing is maintained should have products with readily available product data. The absence of product data may result in little to no ability to review products for conformance to specifications.
- d. Specific Use. Material specifications for which only a single APL listing is maintained may be necessary when a single product has been determined to be the only product meeting the needs. These may be accompanied by a Public Interest Finding (PIF).

2.0 RISK ASSESSMENT

Material specifications selected for inclusion on the APL will undergo a risk assessment to determine the level at which products will be reviewed for inclusion on the APL. The Risk Assessment will consider manufacturing variability, safety impacts, cost, and suitability of material specifications and assign a review level of 1 through 5. See Section 4.1 Quality Assurance Review for application of review levels.

See Appendix A for review levels associated with the respective material specifications.

3.0 PRODUCT SUBMISSION

Products must be properly submitted to be considered for inclusion in the APL. Product submittals may be initiated by manufacturers, distributors, contractors, VTrans staff, etc. However, the final submission must be certified by an authorized representative of the manufacturer, an individual with the expressed authority to act on behalf of the manufacturer.

3.1 Submitter Responsibilities

Products shall be submitted as instructed on the ‘Approved Products List – Product Submittal Form’. At a minimum, submittals shall include a completed product submittal form, and the supporting documentation identified in Section 3.1.1.1 - Required Supporting Documentation. All supporting documentation identified in 3.1.1 Supporting Documentation should be submitted if available.

The ‘Approved Products List – Product Submittal Form’ can be found on the Agency’s Material Testing & Certifications Webpage: <https://vtrans.vermont.gov/highway/construct-material/test-cert/certification>

3.1.1 Supporting Documentation

Supporting documentation will be records directly related to the product submitted. Supporting documentation includes, but is not limited to, the following:

1. Product Data Sheets. Brochure introducing a product’s function with general information.
2. Safety Data Sheets (SDS). Sheets prepared by a manufacturer or importer providing detailed information about a hazardous material as required by OSHA. Safety data sheets shall be in accordance with OSHA.
3. Environmental Product Definitions (EPDs). A declaration of a product’s performance with regard to different environmental parameters during the product’s life cycle. EPDs shall be in accordance with ISO 14025.
4. Technical Data Sheets. Sheets providing physical properties, performance characteristics, formulation, and test data. First-party test data will be considered technical data sheets.
5. First-Party Test Data. Test data obtained from the manufacturer’s laboratory or their affiliates. First-Party test data may be considered part of the Technical Data Sheets if included there-in.
6. Installation Instructions. Documents conveying the manufacturer’s recommendations for placing, using, or otherwise incorporating a product into the work.
7. Maintenance Instructions. Documents conveying the manufacturer’s recommendations for preserving an in-service product for optimal performance.
8. Third-Party Test Data. Test data obtained from a laboratory independent of the manufacturer. AASHTO Product Evaluation & Audit Solutions (PEAS) provides third-party test data and will be obtained directly from AASHTO, submittal of PEAS data to VTrans is not required.

3.1.1.1 Required Supporting Documentation

The following documentation is required based on Review Level.

Table 1 - Required Supporting Documentation				
Review Level	Submittal Form	Product Data Sheets	1 st Party Test Data	3 rd Party Test Data
1	X	X		
2	X	X	X	
3	X	X		
4	X	X		X
5	X	X		X

All supporting documentation is recommended to be submitted if available.

See Appendix A to find the review level applicable for each material specification.

3.2 Agency Responsibilities

The Agency will review submittals for completeness upon receipt. Submittals found to be complete will be added to the queue for review. Submittals found to be incomplete will be returned to the submitter for resubmittal.

The Agency will provide a response to the submitter within seven (7) calendar days of receipt of the submission. This response will confirm receipt of the submittal and identify the submittal as complete or incomplete. For incomplete submissions, the response will include all causes for the submittal being incomplete.

The Agency will maintain a product file for complete submittals, product files can be found at: <Z:\Highways\CMB\MatTestingCert\Admin\Quality Assurance\Approved Products Program\Products>

4.0 REVIEW AND DETERMINATION

Products will be considered for inclusion on the APL only under the material specifications indicated on the Product Submittal Form.

The Agency’s review of APL submittals will be based on the review level associated with the respective material specifications. Table 2 identifies review components by review level.

Table 2 - Review Components					
Review Level	Product Submittal Form	Product Data Sheets	1 st Party Test Data	Subject Matter Expert Review	3 rd Party Test Data
1	X	X			
2	X	X	X		
3	X	X		X	
4	X	X			X
5	X	X		X	X

All supporting documentation provided may be subject to review if available.

4.1 Quality Assurance Review

Upon addition of the submittal to the queue for review, the Quality Assurance Unit will review the submission including supporting documentation for conformance to the respective specification. Supporting documentation will be reviewed as follows:

1. Product Submittal Form
 - a. Accuracy of all information.
 - b. Buy America or Build America, Buy America compliance, as applicable.
2. Product Data Sheets
 - a. General conformance to the applicable specification.
 - b. Verification the product is marketed for purposes as submitted.
3. 1st Party Test Data
 - a. Verification test data meets specification requirements.
4. 3rd Party Test Data
 - a. Verification test data meets specification requirements.

The Quality Assurance Review will include requesting additional information from the submitter as necessary.

The result of the Quality Assurance Review will be a formal recommendation to approve or deny the submittal. Quality Assurance Reviews recommending denial will result in waiving the SME review, when otherwise required, and the submittal will be forwarded directly to the Quality Assurance Manager for action.

The Quality Assurance unit will complete this review within thirty (30) calendar days of adding the submittal to the queue for review. This will include formal recommendation to the Quality Assurance Manager or forwarding the submittal to SMEs for their review, whichever is applicable.

4.2 Subject Matter Expert Review

The Subject Matter Expert (SME) review will be a general review of products by SMEs holding expertise in the category the product falls under. SMEs will generally be attributed to a position, Section, or other designated group based on duties. This review will include, but not be limited to, synchronization, installation, maintenance, suitability, and design. When SME review is required, the SME shall determine the extent to which they will review the product.

The SME review will include requesting additional information from the QAU as necessary.

SME review will be completed within thirty (30) calendar days of receipt from the QAU and will include a formal recommendation to the Quality Assurance Manager.

See Appendix A for SME review requirements.

4.3 Determination

Upon receipt of the recommendations from the Quality Assurance Review and Subject Matter Expert Review, when applicable, the Quality Assurance Manager will review the recommendation(s) and make a determination. If necessary, additional information may be requested to complete this determination.

The Quality Assurance Manager will make a determination and provide formal notification to the manufacturer's authorized representative of the determination within 7 calendar days of receipt of the recommendations.

4.3.1 Approval

Upon approval of a submittal, the product will be added to the Approved Products List and formal notification will be sent to the submitter. The notification will include the product name, material specification(s) approved under, and any relevant information. Approval will be considered effective as of the date of notification to the submitter.

4.3.2 Denial

Upon denial of a submittal, formal notification will be sent to the submitter. The notification will include the product name, material specifications submitted under, all causes for denial, and any other relevant information.

4.3.3 Documentation

The determination and formal notification will be documented in the product file located here: <Z:\Highways\CMB\MatTestingCert\Admin\Quality Assurance\Approved Products Program\Products>

6.0 Maintenance

Products on the APL will be monitored to ensure the listing is accurately maintained. Monitoring will be the responsibility of the Agency and manufacturer in a concerted effort.

6.1 Manufacturer Responsibilities

Manufacturers will be responsible for notifying VTrans of any changes that may have an impact on a product's listing, including but not limited to the following:

1. Commercial Availability. When a product is no longer manufactured and no longer available for purchase.
2. Name Change. Rebranding of a product as marketed.
3. Product Change. Formulation, Design, or any other change resulting in a product different than that which was approved.
4. Manufacturer Change. Change in company manufacturing or change in manufacturer location.
5. Authorized Representative Change. Change in the authorized representative or contact information of the authorized representative.
6. Safety Concerns. Any safety concerns identified by the manufacturer.

Notification of changes must occur promptly. Failure to provide notification may result in a product's removal from the APL.

6.2 Agency Responsibilities

It is the Agency's responsibility to review products periodically, when changes occur, or when a need to review is identified, whichever is applicable. The Agency review will include, but not be limited to:

1. Specification Changes. Products listed under a specification that has been revised. Products will be reviewed for conformance with the revised specification.
2. AASHTO Product Evaluation & Audit Solutions Compliance. Products requiring AASHTO Product Evaluation & Audit Solutions evaluation will be reviewed periodically according to the applicable work plan.
3. Safety Concerns. Products where the Agency has identified a safety concern.
4. Synchronization. Products listed under specifications where the Agency's synchronization needs have changed.
5. Performance. Products that have been identified as not performing as intended.
6. Utilization. Products with no use within the previous 5 years.

The manufacturer's authorized representative will receive formal notification of product removal from the APL. Formal notification will be documented in the product file.

APPENDIX A: Specifications, Review Levels, & SME

Material Specification Number	Material Specification Name	Review Level	Subject Matter Expert (SME)	Additional SME (if applicable)	Test Data (if applicable)
621.11	Delineation	1	N/A	N/A	N/A
646.05	Pavement Marking Mix Design	1	N/A	N/A	N/A
653.08(a)(3)	Check Dam, Type III	3	Construction Environmental Engineer	N/A	N/A
653.09(b)(2)	Inlet Protection Device, Type II	3	Construction Environmental Engineer	N/A	N/A
653.09(c)	Filter Bag	3	Construction Environmental Engineer	N/A	N/A
675.05	Slip Bases	3	State Traffic Engineer	N/A	N/A
679.12	Street Lighting Control Device	3	State Traffic Engineer	N/A	N/A
702.02	Emulsified Asphalt	1	N/A	N/A	N/A
702.02(a)(1)	Anionic Emulsified Asphalt, RS-1	1	N/A	N/A	N/A
702.02(a)(2)	Anionic Emulsified Asphalt, RS-1h	1	N/A	N/A	N/A
702.02(a)(3)	Anionic Emulsified Asphalt, MS-2h	1	N/A	N/A	N/A
702.02(a)(4)	Anionic Emulsified Asphalt, HFMS-2	1	N/A	N/A	N/A
702.02(a)(5)	Anionic Emulsified Asphalt, HFMS-2h	1	N/A	N/A	N/A
702.02(a)(6)	Anionic Emulsified Asphalt, HFMS-2s	1	N/A	N/A	N/A
702.02(a)(7)	Anionic Emulsified Asphalt, SS-1	1	N/A	N/A	N/A
702.02(a)(7)a.	Anionic Emulsified Asphalt, SS-1, Diluted	1	N/A	N/A	N/A
702.02(a)(8)	Anionic Emulsified Asphalt, SS-1h	1	N/A	N/A	N/A
702.02(a)(8)a.	Anionic Emulsified Asphalt, SS-1h, Diluted	1	N/A	N/A	N/A
702.02(b)(1)	Cationic Emulsified Asphalt, CRS-1	1	N/A	N/A	N/A
702.02(b)(2)	Cationic Emulsified Asphalt, CRS-1h	1	N/A	N/A	N/A
702.02(b)(3)	Cationic Emulsified Asphalt, CMS-2h	1	N/A	N/A	N/A
702.02(b)(4)	Cationic Emulsified Asphalt, CSS-1	1	N/A	N/A	N/A
702.02(b)(4)a.	Cationic Emulsified Asphalt, CSS-1, Diluted	1	N/A	N/A	N/A
702.02(b)(5)	Cationic Emulsified Asphalt, CSS-1h	1	N/A	N/A	N/A
702.02(b)(5)a.	Cationic Emulsified Asphalt, CSS-1h, Diluted	1	N/A	N/A	N/A
702.02(c)(1)	Polymer-Modified Emulsified Asphalt, CRS-1P	1	N/A	N/A	N/A
704.21	Recycled Concrete Aggregate	3	Unbound Aggregate Engineer	N/A	3rd Party Test Data
705.02	Concrete Masonry Blocks	1	N/A	N/A	N/A
705.03	Precast Drop Inlets, Catch Basins, and Manholes	3	Construction Structural Services Unit Supervisor	N/A	N/A
707.01(e)(1)	Mortar, Type IV, Pre-Packaged	1	N/A	N/A	3rd Party Test Data
707.02(a)	Joint Sealer, Hot Poured	1	N/A	N/A	N/A
707.13	Asphaltic Plug Joints for Bridges	1	N/A	N/A	N/A
707.15	Asphaltic Plug Joint Binder	1	N/A	N/A	N/A
708.03	Structural Steel Coating Systems	4	North East Protective Coatings Committee	N/A	AASHTO Product Evaluations & Audit Solutions
708.05(b)	Insecticide/Fungicide	1	Construction Environmental Engineer	N/A	N/A
708.05(c)	Fire Retardant	1	N/A	N/A	N/A
708.07(a)	Polyurea Pavement Marking	5	State Traffic Engineer	Traffic Design Project Manager	AASHTO Product Evaluations & Audit Solutions
708.07(b)	Epoxy Paint	5	State Traffic Engineer	Traffic Design Project Manager	AASHTO Product Evaluations & Audit Solutions
708.08(a)	Thermoplastic Pavement Markings, Type A	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
708.08(b)	Thermoplastic Pavement Markings, Type B	5	State Traffic Engineer	Traffic Design Project Manager	AASHTO Product Evaluations & Audit Solutions
708.09(a)	Line Striping Targets	1	Construction Workzone Engineer	N/A	N/A
708.09(B)	Pavement Marking Mask	1	Construction Workzone Engineer	N/A	N/A
710.01	Reinforced Concrete Pipe	1	N/A	N/A	N/A
710.03	Corrugated Polyethylene Pipe	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.03(a)(1)	Corrugated Polyethylene Pipe, Unlined, Small Diameter	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.03(a)(2)	Corrugated Polyethylene Pipe, Unlined, Large Diameter	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.03(b)(1)	Corrugated Polyethylene Pipe, Smooth Lined, Small Diameter	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.03(b)(2)	Corrugated Polyethylene Pipe, Smooth Lined, Large Diameter	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.03(c)	Corrugated Polyethylene Pipe, Perforated	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.05	Polyvinyl Chloride (PVC) Plastic Pipe	1	N/A	N/A	N/A
710.06	Corrugated Polypropylene Pipe (CPPP)	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.06(a)	Corrugated Polypropylene Pipe, Unline	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
710.06(b)	Corrugated Polypropylene Pipe, Smooth Lined	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
715.05	Bicycle Rack Systems	3	Active Transportation - Bike/Pedestrian Coordinator	N/A	N/A
719.02(a)	Epoxy Bonding System, Type IV	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
719.02(b)	Epoxy Bonding System, Type V	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
719.02(c)	Epoxy Bonding System, Type VI	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
720.02	Geotextile for Roadbed Separator	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
720.03	Geotextile Under Railroad Ballast	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions

Material Specification Number	Material Specification Name	Review Level	Subject Matter Expert (SME)	Additional SME (if applicable)	Test Data (if applicable)
720.04	Geotextile Under Stone Fill	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
720.05	Geotextile for Underdrain Trench Lining	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
720.06	Geotextile for Filter Curtain	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
720.07	Geotextile for Silt Fence	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.01(d)	Liquid Membrane-Forming Compounds	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(b)	Air-Entraining Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(c)	Retarding Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(d)	Latex Admixture	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(e)	Water-Reducing Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(f)	Water-Reducing and Retarding Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(g)	Water-Reducing, High Range Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(h)	Water-Reducing, High Range, and Retarding Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(i)	Accelerating Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(j)	Water-Reducing and Accelerating Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(k)	Specific Performance Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.02(l)	Anti-Washout Admixtures	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
725.03(b)	Silica Fume	1	N/A	N/A	N/A
726.08(a)	Waterproofing Membrane System, Type I	3	Construction Structural Services Unit Supervisor	State Bridge Design Engineer	1st Party Test Data
726.08(b)	Waterproofing Membrane System, Type II	3	Construction Structural Services Unit Supervisor	State Bridge Design Engineer	1st Party Test Data
726.08(c)	Waterproofing Membrane System, Type III	3	N/A	N/A	1st Party Test Data
726.10(a)	Water Repellent, Silane Type I	1	N/A	N/A	3rd Party Test Data
726.10(b)	Water Repellent, Silane Type II	1	N/A	N/A	3rd Party Test Data
727.02	Chain-Link Fence	1	N/A	N/A	N/A
727.02(a)	Chain-Link Fence, Fabric	1	N/A	N/A	N/A
727.02(a)(1)	Chain-Link Fence, Fabric, Galvanized	1	N/A	N/A	N/A
727.02(a)(2)	Chain-Link Fence, Fabric, PVC Coated	1	N/A	N/A	N/A
727.02(b)	Chain-Link Fence, Posts	1	N/A	N/A	N/A
727.02(c)	Chain-Link Fence, Gate Components	1	N/A	N/A	N/A
727.02(d)	Chain-Link Fence, Miscellaneous Components	1	N/A	N/A	N/A
727.05	Snow Barrier Fence	1	N/A	N/A	N/A
728.04(a)	Composite Offset Blocks	1	Roadside Safety Barrier Committee	N/A	3rd Party Test Data
728.06(a)(1)(a)	Manufactured Terminal Section Flared TL-2	3	Roadside Safety Barrier Committee	N/A	3rd Party Test Data
728.06(a)(1)(b)	Manufactured Terminal Section Flared TL-3	3	Roadside Safety Barrier Committee	N/A	3rd Party Test Data
728.06(a)(2)(a)	Manufactured Terminal Section Tangent TL-2	3	Roadside Safety Barrier Committee	N/A	3rd Party Test Data
728.06(a)(2)(b)	Manufactured Terminal Section Tangent TL-3	3	Roadside Safety Barrier Committee	N/A	3rd Party Test Data
728.07(a)(1)	Energy Absorption Attenuators, Type I, TL-2	3	N/A	N/A	3rd Party Test Data
728.07(a)(2)	Energy Absorption Attenuators, Type I, TL-3	3	N/A	N/A	3rd Party Test Data
728.07(b)(1)	Energy Absorption Attenuators, Type II, TL-2	3	N/A	N/A	3rd Party Test Data
728.07(b)(2)	Energy Absorption Attenuators, Type II, TL-3	3	N/A	N/A	3rd Party Test Data
750.03	Flat Sheet Aluminum	1	N/A	N/A	1st Party Test Data
750.04	Retroreflective Sheeting	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
751.02	Flexible Delineators	1	N/A	N/A	1st Party Test Data
751.03	Detectable Warning Surface	1	Active Transportation - Bike/Pedestrian Coordinator	N/A	N/A
752.06(a)	Rigid Polyvinyl Chloride (PVC) Electrical Conduit	1	N/A	N/A	N/A
752.06(c)	PVC Coated Rigid Metal Conduit (RMC)	1	N/A	N/A	N/A
753.05	Luminaire	3	Traffic Signal & ITS Engineer	N/A	N/A
754.01(a)	Optics, Type I	1	N/A	N/A	3rd Party Test Data
754.01(b)	Optics, Type II	3	N/A	N/A	3rd Party Test Data
754.01(c)	Optics, Type III	3	N/A	N/A	3rd Party Test Data
754.02(a)	Pavement Marking Tape, Type A	5	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
754.02(b)	Pavement Marking Tape, Type B	5	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
754.02(c)	Pavement Marking Tape, Type C	5	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
754.06	Colored Surface Treatment	1	Active Transportation - Bike/Pedestrian Coordinator	N/A	N/A
755.07	Mycorrhizal Fungi Product		Construction Environmental Engineer	N/A	N/A
755.10(d)	Fiber Mulch	3	Construction Environmental Engineer	N/A	N/A
755.10(e)	Hydraulic Matrix	3	Construction Environmental Engineer	N/A	N/A
755.11(a)	Rolled Erosion Control Product, Type I	3	Construction Environmental Engineer	N/A	N/A
755.11(b)	Rolled Erosion Control Product, Type II	3	Construction Environmental Engineer	N/A	N/A
755.13	Tree Watering Bags		Construction Environmental Engineer	N/A	N/A

Material Specification Number	Material Specification Name	Review Level	Subject Matter Expert (SME)	Additional SME (if applicable)	Test Data (if applicable)
760.05	Precast Concrete Retaining Wall System	3	Geotechnical Section Manager	N/A	N/A
760.06	Mechanically Stabilized Earth (MSE) Wall System	3	Geotechnical Section Manager	N/A	N/A
780.01(a)	Concrete Repair Material, Type I	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
780.01(b)	Concrete Repair Material, Type II	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
780.01(c)	Concrete Repair Material, Type III	4	N/A	N/A	AASHTO Product Evaluations & Audit Solutions
780.01(d)	Concrete Repair Material, Type IV	1	Construction Structural Services Unit Supervisor	N/A	1st Party Test Data
781.01	Precast Concrete Grade Crossing System	3	Rail & Aviation Project Delivery Manager	N/A	N/A

APPENDIX B: VTrans Standard Operating Procedure

VTRANS STANDARD OPERATING PROCEDURES

Submittal

- Verify all required sections of the submittal form are complete and accurate.
- Verify AASHTO Product Evaluation & Audit Solutions Number, if applicable.
- Verify VTrans Specification is applicable.
- Verify Product Data Sheets are included.
- Verify Test Data is included, if applicable.
- Verify product is not currently listed on the APL.
- Log submittal into the Master Product Tracking Sheet:
 - <Z:\Highways\CMB\MatTestingCert\Admin\Quality Assurance\Approved Products Program\Products\Master Product List.xlsm>
- Generate Product file
 - <Z:\Highways\CMB\MatTestingCert\Admin\Quality Assurance\Approved Products Program\Products\Under Review>
 - Naming convention: YY-Submittal Number of Year_Product Name (ex. 24-001_Dura Sheet)
 - Download submittal documents to product file
 - Naming conventions
 - Dated documents
 - YYYYMMDD_Document Name (ex 20240524_Submittal Form)
 - Supporting Documents
 - Product Name_Document Name (ex. Dura Sheet_Safety Data Sheets)
- Provide formal response to the submitter (see section 3.2)
 - Email noting the submittal has been accepted and forwarded onto SMEs for review.
 - Enter submittal rejection/acceptance date in the Master Product Tracking Sheet.

Quality Assurance Review

- Review product against the requirements identified in the respective product review form
 - Review forms located here: <Z:\Highways\CMB\MatTestingCert\Admin\Quality Assurance\Approved Products Program\Forms & Templates\Product Review Forms\Current>
- Make recommendation.
- Check review and recommendation.
- When the quality assurance review results in a denial recommendation, the recommendation will be forwarded onto the Quality Assurance Manager for determination.
- When the quality assurance review results in an approval recommendation the submittal will be forwarded on to the SMEs for review or to the QAM for determination, as applicable. Include Outlook calendar for reminder.
- Log Quality Assurance Review Completion Date in the Master Product Tracking Sheet.

Subject Matter Expert Review

- SME to review product as applicable.
- SME to make recommendation.
- SME recommendation forwarded onto QAM
- Log SME review completion date in the Master Product Tracking Sheet.

Determination

- QAM to review QA and SME recommendations as applicable
- QAM make determination
- QAM provides formal notification of approval or denial to the submitter, to be completed after final processing is complete.
- Log Determination date in the Master Product Tracking Sheet.

Final Processing

- Ensure the distributor is in the APL system with all contact information
- Ensure Manufacturer is in the APL system with all contact information
- Enter product into the APL system, including all information
 - Stage
 - Product Name
 - Manufacturer
 - Material Specification Number
 - Comments (when applicable)
 - Approval Date
 - Last Certification Date
 - Expiration Date (when applicable)
 - Active Product
 - Distributor