



# Missouri Department of Transportation

## New Product Evaluation Form Instructions

The MoDOT new product evaluation form shall be used to submit new products to be considered for addition to a department pre-established product list: Construction and Material’s Qualified List (QL), Pre-Acceptance List (PAL), Crashworthy End Terminal Listing (CETL), or Traffic’s Approved Products List (APL) for Traffic Signals and Highway Lighting Equipment. This form shall also be used to submit new products where no department standard or specification currently exists (new products considered experimental or innovative). A separate form must be completed for each new product submitted. MoDOT may require updates, (re)completion of this form, or further testing to maintain approved status of products.

In an effort to make the New Products Evaluation procedure more efficient and to provide a means of tracking all new submittals, MoDOT has adopted a one-person central contact. All submittals will be sent to the New Products Coordinator, located in the Construction & Materials Division. The New Products Coordinator will be in direct contact with the appropriate divisions for product evaluation.

Upon submittal, the New Products Coordinator will review the completed New Product Evaluation Form (NPE) along with accompanying information for MoDOT use. Incomplete NPE forms and/or erroneous information furnished as part of this form will result in the product being rejected for evaluation. The New Products Coordinator will contact those highway authorities and other state agencies, which the vendor reports, as using the product. In performing the initial review, the following will be considered:

- 1) Does the documentation received indicate that the product will perform as stated?
- 2) Does a true need exist for the product in MoDOT?
- 3) Will the product be economically competitive?

This form is used for all products, routine or otherwise. As such, the amount of testing and type of evaluation required for MoDOT approval will depend on many factors and will be determined by the appropriate MoDOT personnel that use similar products. Following the review of the completed New Product Evaluation Form, the New Products Coordinator will consult with pertinent MoDOT Divisions. If MoDOT desires to further evaluate or test this product, MoDOT will determine the methods and needs, then contact the Manufacturer/Supplier with details. The Manufacturer/Supplier may need to supply the product and any special equipment needed to install the product at a MoDOT test site, at no cost to MoDOT. All products submitted for evaluation to MoDOT shall become the property of MoDOT and are not subject to/for return unless otherwise agreed to prior to evaluation. The Manufacturer/Supplier will be encouraged to install the product.

One of the roles of the New Products Coordinator is to track the status of all product submittals. These tracking classifications are important to share with MoDOT personnel so that decisions can be made and those MoDOT personnel are informed of what is being evaluated. Examples of MoDOT New Product Status Classifications:

Proposed:	Recently submitted and under initial review
Declined:	Declined for further evaluation
Currently evaluating:	Under evaluation for potential department use
Approved for use:	Evaluated and approved for department use
Not approved for use:	Evaluated and rejected for department use

**Completed forms shall be submitted to:**

**Email: [npef@modot.mo.gov](mailto:npef@modot.mo.gov)**

*Electronic submission preferred*

**Attn: New Products Coordinator  
MoDOT Construction & Materials  
1617 Missouri Blvd.  
P. O. Box 270  
Jefferson City MO 65109**

# Missouri Department of Transportation

## New Product Evaluation Form

The following items (where applicable) must be submitted along with this completed form:

**NEW PRODUCTS WILL NOT BE REVIEWED UNTIL ALL INFORMATION IS PROVIDED.**

- Product specifications (MoDOT specifications where compliant)
- Installation instructions, preferably with pictures or drawings
- Material Safety Data Sheet (MSDS)
- Product literature
- Certification
- Test data
- Warranty
- Product sample

*Note: If product literature exceeds 30 pages, please submit both a digital copy via email and a print copy via mail.*

Name of person furnishing information above: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### I. Product Identification

Product Name: \_\_\_\_\_

Product Model Number: \_\_\_\_\_

Product Web Site: \_\_\_\_\_

### II. Product's Contact Information

Manufacturer, Source, or Other:

Manufacturer's Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor, Fabricator, Distributor, or Other:

Representative's Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### III. Product's MoDOT Compliance

Does product comply with current MoDOT specifications?                      Yes                      No

If "Yes," indicate specification number: \_\_\_\_\_

If "No," explain how/why product does not comply: \_\_\_\_\_

**MoDOT Specifications** can be found at:  
[http://www.modot.org/business/standards\\_and\\_specs/highwayspecs.htm](http://www.modot.org/business/standards_and_specs/highwayspecs.htm)

**MoDOT Product Index** can be found at:  
<http://www.modot.org/services/products/index.htm>

*The product index provides a list of currently approved products for which a specification currently exists and provides a link to the relevant specification.*

### IV. New Product Description

Product Description: \_\_\_\_\_

Primary Use: \_\_\_\_\_

Secondary Use: \_\_\_\_\_

Why should MoDOT consider the product? State its specific benefits or outstanding features:

Generic Material Composition: \_\_\_\_\_

Does product contain Hazardous Materials?                      Yes                      No                      Identify %: \_\_\_\_\_

If "Yes," describe: \_\_\_\_\_

Does product contain recycled materials?                      Yes                      No

If "Yes," describe: \_\_\_\_\_

Is this product replacing a previously approved product?                      Yes                      No

If "Yes," which product: \_\_\_\_\_

Describe the change in the product: \_\_\_\_\_

Will the replaced product remain on the market                      Yes                      No

Has this product been submitted previously                      Yes                      No

If "Yes," indicate year of submission: \_\_\_\_\_

Does the product meet any non-MoDOT specifications Yes No

If "Yes," provide specification numbers below.

AASHTO	ASTM	Federal Specification	Other
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is the product currently approved or being tested in any other states? Yes No

If "Yes," provide information below. **This is REQUIRED before your form will be processed.**

State/ Agency	Contact Person	Email Address	Phone	Year Submitted	Year Approved	Year in Testing
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Roadside Hardware		
Does the product meet MASH criteria?	Yes	No
Does the product have an FHWA Eligibility Letter?	Yes	No
If "Yes," attach a copy of FHWA letter.		

Has product been tested by AASHTO NTPEP (National Transportation Product Evaluation Program)?

Note: The National Transportation Product Evaluation Program combines the resources of the AASHTO member departments in order to evaluate materials, products and devices of common interest for use in highway and bridge construction. The primary goals of the program are to provide cost-effective evaluations for the state DOTs by eliminating duplication of testing and auditing by the states and duplication of effort by the manufacturers that provide products for evaluation. For more information, see the website at: <http://www.ntpep.org/Pages/default.aspx>.

Yes No If "Yes," indicate test deck or report number: \_\_\_\_\_

Availability: \_\_\_\_\_ Seasonal Non-seasonal

Shelf Life: \_\_\_\_\_ Approximate delivery in days after receipt of order: \_\_\_\_\_

Storage Requirements: \_\_\_\_\_

Are quantities limited? Yes No Describe: \_\_\_\_\_

Estimated cost per unit at end of evaluation: \_\_\_\_\_ Estimated cost per unit installed: \_\_\_\_\_

What percent of the product is made in the USA? \_\_\_\_\_%

Include manufacturer's certification of Made in the USA or identify foreign manufacturing locations.

Is a warranty provided? If "Yes," submit copy of warranty. Yes No

Will product be provided at no charge for laboratory or field evaluation? Yes No

If "Yes," please provide more information in section V.

Can a demonstration by the manufacturer or supplier be provided? Yes No

Is special equipment required to install product? Yes No

If "Yes," Manufacturer/Supplier will furnish special equipment and install material during testing.

Are educational courses or videos available? Yes No

If "Yes," list course titles or video link(s) to URLs.

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Indicate any other individuals within the MoDOT organization that have been contacted about this product:

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### V. Product Demonstration

Has a trial been planned? Yes No

If "Yes," indicate location and date: \_\_\_\_\_

Please provide any information on amount of donated material or reduced cost for your product for laboratory or field evaluation.

What MoDOT resources are anticipated (such as traffic control or personnel for installation)?

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I certify that the information above is correct (signature): \_\_\_\_\_

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_ Phone no.: \_\_\_\_\_ Email: \_\_\_\_\_