



Bureau of ITS Engineering Qualified Materials Approval Procedures MAP-ITS-NEC

Effective Date: 06/14/2012

Approved By: P. Amin

QUALIFIED PRODUCT LIST PROCEDURE FOR PRE-APPROVAL STATUS OF ITS DEVICE NON-ELECTRONIC COMPONENTS

PURPOSE:

To establish a procedure for inclusion of a manufacturer's non-electronic component into the NJDOT Bureau of ITS Engineering's Qualified Products List (QPL).

REFERENCES:

NJDOT Standard Specifications for Road and Bridge Construction 2007
NJDOT-ITS Qualified Materials website
National Electrical Manufacturers Association (NEMA) Standards
Underwriters Laboratories (UL) Standard
Electronic Industry Standards (EIA/TIA)
International Protection (IP) Code
Federal ITS Standards Program (www.standards.its.dot.gov)

PROCEDURE:

A. Manufacturer's Request for Approval.

Submit a request in writing to the NJDOT Bureau of ITS Engineering for the approval of the product. Include the following information in the request, contained in a single package or shipment. Requests may be made at any time. Send one copy of each item unless otherwise noted:

Application Checklist

1. A completed ITS Product Certification Request Form (available at [ITS Engineering Pages](#)).
2. Four copies of detailed drawings, catalog cuts, and the manufacturer's detailed product specifications/data sheets.
3. A certification letter from an independent third party testing agency affirming conformance to the NEMA, IP66, UL and EIA standards, and stating that the product meets or exceeds the NJDOT material specifications/standard details.

4. Manufacturer Certification letter on manufacturer letterhead (see paragraph below). Include the following text in the Manufacturer Certification letter and have the letter notarized:

This letter serves as certification that [*insert product name/series*] manufactured by [*insert company name*] meets all current requirements as specified in {choose one: NJ DOT Material Specification (*insert item*) - or - NJ DOT Standard Detail ITS-(*insert number*)}

On behalf of my firm, I certify that the same part numbers furnished on all future projects will remain identical in construction, function, configuration, and other properties as the materials submitted herein.

5. Training Manuals and configuration Setup Documentation – include name and contact information of technical representative available to demonstrate product and/or answer questions.
6. Training Manuals and Configuration/Setup Documentation.
7. A list of other Transportation Agencies which currently use the product. Include Government agency name, contact person, phone number and e-mail address.
8. Compliance matrix check list documenting adherence to line item material specifications.

Mail the request package to the following:

Mailing Address (USPS):

Manager, Bureau of ITS Engineering
New Jersey Department of Transportation
P.O. Box 600
Trenton, NJ 08625-0600

Street Address (UPS, FedEx, etc.):

Manager, Bureau of ITS Engineering
New Jersey Department of Transportation
1035 Parkway Avenue
Ewing, NJ 08618

Questions pertaining to application requirements may be directed to the Bureau of ITS Engineering at (609) 530-2549.

B. Bureau of ITS Engineering Review

An ITS Engineer (IE) will be assigned to review the submitted package for completeness and to verify compliance with the applicable NJDOT ITS material specification / ITS Standard Details. If the package meets all of the requirements, the sample will be forwarded to the ITS Representative (IR) for laboratory/field testing.

If the IE determines that the package is incomplete or if the furnished documents do not comply with requirements of NJDOT ITS material specification / ITS Standard Detail, submit the required information within 30 working days of notice by the IE of the deficiencies. The material will be rejected if the supplemental documentation is not received within 30 working days. Rejection letter with a copy of the application will be issued and the application will be closed. Materials will be made available for the pickup; materials not retrieved within 30 calendar days will be discarded.

ITS Engineering review by IE take approximately 45 working days to complete from receipt of the complete application package and all relevant documents.

C. Laboratory/Field Testing

After initial review by the IE, the IR may test the sample to check feasibility of use by the Department. Testing may be performed in a laboratory or in a field location. The IR will consider the following test information in the evaluation of the ITS non-electronic component:

1. Compliance with all stated specifications.
2. Compliance with NJDOT ITS standard details.
3. Materials and construction methods.
4. Ease of installation.

The IR will prepare a written report recommending inclusion/exclusion to/from the QPL, and forward this report to the IE.

Laboratory/field testing may last up to three (3) months from receipt of the ITS non-electronic component from the IE. If additional time is required to provide adequate testing, the IE will request extension of the field test with the manufacturer based on the data needed to make the determination of acceptability.

The Department reserves the right to approve or reject the ITS non-electronic component without Laboratory Testing or a Field Trial.

D. Product Approval/Rejection

Upon completion of the laboratory testing / field trial, the IE will call a meeting of representatives from the ITS Engineering and Statewide Traffic Operations offices. This team will review all data and will make the final determination whether or not to add the ITS non-electronic component to the QPL.

Determination of a product's inclusion on or exclusion from the QPL may take up to 6 months from the receipt of the initial application package.

The IE will notify the manufacturer of the Department's decision in writing.

PROJECT ACCEPTANCE REQUIREMENTS:

Qualification of a product and addition to the QPL does not constitute a blanket approval of the material for every NJDOT project. Submit the product and source on a Materials Questionnaire as specified in Section 106.04 of the Standard Specifications for Roadway and Bridges Construction.

DISQUALIFICATION:

The Bureau of ITS Engineering may remove the product from the QPL for documented history of poor field performance. The manufacturer/vendor must notify the Bureau of ITS Engineering in writing, of any change in the product. Failure to notify the Bureau of ITS Engineering of changes in the product will result in disqualification. The Department may also disqualify a product to limit inventory control problems with a proliferation of manufacturers, or for any other reason in the best interest of the State or public.

REQUALIFICATION:

The Bureau of ITS Engineering will reevaluate a product which has been disqualified and removed from the QPL only after submission of a formal request along with acceptable documentation describing how the problems resulting in the disqualification have been resolved.

The Bureau of ITS Engineering may require the manufacturer to re-qualify the product for any of the following reasons:

1. To ensure that obsolete products are not kept on the list, the IE may request written confirmation from the manufacturer that the product is still available and has not changed design specifications. Failure to respond to the Bureau of ITS Engineering's written request will result in the product being removed from the list.
2. If the design specifications of the product have changed, the Bureau of ITS Engineering will require that the new design specifications be re-qualified.
3. If the Department's material specifications change or if stated reference standards change, the Bureau of ITS Engineering may require Requalification to ensure that the product meets the new specifications.