American Association of State Highway and Transportation Officials (AASHTO)

NATIONAL TRANSPORTATION PRODUCT EVALUATION PROGRAM (NTPEP)

Information and Operations Guide

Foreword

The purpose of this guide is to provide members of the National Transportation Product Evaluation Program (NTPEP) a concise description of AASHTO and where NTPEP fits in. It is also designed to explain policies and procedures that have evolved from operational experience.

This guide was originally put together in 1994 and revised significantly in 2008. It is the intent that the guide be reviewed and updated periodically at the discretion of the Executive Committee. The guide will be reviewed on an annual basis incorporating discussions of NTPEP changes to policies and procedures, and revised appropriately to reflect these changes.

1.0 DESCRIPTION OF AASHTO, SCOH, AND NTPEP

1.1 WHAT IS AASHTO?

Founded in 1914, AASHTO is legally an incorporated, nonprofit, and nonpartisan association representing the member highway and transportation departments in the 50 States, the District of Columbia and Puerto Rico; its purpose is to foster the development, operation, and maintenance of an integrated national transportation system. The primary work of AASHTO is technical activities which include developing and maintaining voluntary standards and guidelines for the design, construction, maintenance, and operation of transportation facilities.

Membership in AASHTO is on an agency basis and only government agencies can belong. AASHTO's Board of Directors adopts official positions on legislative proposals, develops official policy statements, establishes membership dues, establishes standing and special committees and subcommittees, and decides all other policy matters relating to the operation or activities of the Association, including the adoption of voluntary standards.

AASHTO's Standing Committee on Highways (SCOH) is the foundation for the AASHTO transportation family – AASHTO started as a highways and roads association. Today SCOH provides and represents the technical expertise of AASHTO. The dedication to improving our highways' design, construction, maintenance, operations, standards, traffic devices, and materials is shown in the shared goals and activities of SCOH and its subgroups. Examples of the committee's extensive work include active participation in many areas that include the development of guidelines for design, product evaluation, specification standards for construction and maintenance, security provisions and many more.

One of the technical services programs of AASHTO is the National Transportation Product Evaluation Program (NTPEP) which is funded by voluntary contributions from member agencies. NTPEP provides a source of independent data for many products that are used nationally for construction and maintenance of our infrastructure. Other technical services that are sponsored by AASHTO include the AASHTO Materials Reference Laboratory (AMRL), the AASHTO Accreditation Program (AAP), and the National Cooperative Highway Research Program (NCHRP). An organizational chart is provided in Appendix B to depict how NTPEP fits in the organizational structure of AASHTO.

1.2 WHAT IS SCOH?

The Standing Committee on Highways (SCOH) develops all major engineering standards, guides, and policies for the highway program, and, either as a unit or through its subcommittees, investigates, studies and reports on all engineering activities and developments, including all phases of road and bridge design, construction, maintenance, traffic requirements, roadside development, aesthetics, tests and investigations of materials, protection of the environment; makes recommendations

regarding needed research, and promotes and encourages technology transfer by member States and related research agencies; and is responsible for providing the full range of highway engineering publications for the Association.

The subcommittees, within the framework of the engineering standards and policies developed by the Standing Committee on Highways and formalized by the Association develop such technical details, guides, manuals, specifications, and other publications appropriate for their individual activities and needs.

1.3 WHAT IS NTPEP?

The National Transportation Product Evaluation Program (NTPEP) was established in 1994 as a Technical Services Program which reports to SCOH. The program combines the professional and physical 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. As a liaison to the SOM, NTPEP supports the highway materials functions of these committees.

2.0 NTPEP ORGANIZATION

NTPEP is comprised of the NTPEP Staff, NTPEP Committee, Executive Committee (EC) and the Technical Committees (TC).

2.1 NTPEP STAFF

The NTPEP Staff consists of the NTPEP Manager and project engineer(s).

2.1.1 NTPEP Manager

The NTPEP Manager is responsible for the management and overall direction of the program. The manager ensures sufficient and knowledgeable project engineers are assigned as liaisons to Technical Committees and prepares and oversees an annual operating budget for the program.

2.1.2 NTPEP Project Engineer

A Project Engineer is assigned to each Technical Committee to serve as a technical resource pertaining to the operational procedures of NTPEP. The project engineer will provide guidance to the Technical Committee for development and maintenance of the Technical Committee Work Plan and other works of the Technical Committee. The project engineer will advise and assist the Technical Committee Chair in the balloting and approval process of any published work of the Technical Committee.

2.2 NTPEP COMMITTEE

The NTPEP Committee is comprised of representatives of every participating AASHTO member department, the Federal Highway Administration and industry associations (in a non-voting capacity). The committee develops NTPEP guidelines by establishing policies and operating procedures in accordance with stated program goals. The committee develops an annual test program and makes decisions and appointments to execute it. The NTPEP Committee reports to the Standing Committee on Highways.

2.2.1 NTPEP Committee Chair

The SCOH Chair, following the official operating procedures of SCOH, will appoint the NTPEP Committee Chair. The Committee Chair provides leadership to the NTPEP Committee by chairing the meetings and making decisions in the best interest of NTPEP. The Chair appoints technical committees, approves project work plans, reports to the SCOH about NTPEP activities, and represents the program as the key member department contact. The Committee Chair serves on the NTPEP Executive Committee (EC). The Committee Chair will act as chair of the EC when the Committee is convened as a Board of Appeals.

2.2.2 NTPEP Committee Vice-Chair

The NTPEP Committee Vice-Chair will be determined by Committee ballot. The EC will provide the nominations for the Vice-Chair position. The Vice-Chair performs the duties of the Chair whenever the Chair is unable to perform his or her duties due to absence or incapacity. The Vice-Chair serves as Chair of the EC, except in those instances where the EC meets as the Board of Appeals. The Vice-Chair also presides over new member orientation sessions.

The NTPEP Committee Vice-Chair is appointed for a term not to exceed 6 years.

2.2.3 NTPEP Regional Representatives

There will be one Regional Representative on the EC from each region of the Association. Each Regional Representative will be a member of the NTPEP Committee and will be elected to a four-year term by the member Departments of the respective region at an annual meeting of the Committee. Regional Representatives will have staggered terms with one Representatives term beginning at the annual meeting each year. Delegates from the region electing the Representative will convene at the annual meeting to consider the nominees for Regional Representative. The candidates will have an opportunity to address the group and a paper ballot will be cast to elect the Representative. A simple majority of the delegates from the region in attendance at the annual meeting will determine the successful candidate. Rotation for elections to the EC as Regional Representative will begin as follows:

2010 – Region 2 (Southeast)
2011 – Region 4 (Western)
2012 – Region 3 (Mississippi Valley)
2013 – Region 1 (Northeast)

If a vacancy occurs between the annual meeting dates, the Committee Chair will have the authority to appoint an Interim Representative to the EC from the Region where the vacancy occurs. The Interim Representative will serve the remaining portion of the term of the elected Representative who vacated the position.

Regional Representatives cannot be elected to consecutive terms on the EC. A Regional Representative appointed to fill a vacancy by the Committee Chair as described above may be elected to an additional four year term. The elected term may be consecutive to the expiration of the appointment.

2.2.4 Secretary

The recording secretary is responsible for taking meeting minutes and distributing agendas or other committee correspondence at the direction of the chair or vice chair. Generally, this position is AASHTO staff, unless a state DOT volunteers.

2.2.5 Meetings

The NTPEP Committee will meet at least once each year at the direction of the committee chair. At that time, the NTPEP Committee and all technical committees will meet. This annual meeting usually takes place in late April or early May. The annual meeting will be rotated among the four AASHTO regions with the rotation to begin as follows:

2010 – Region 2 (Southeast)
2011 – Region 4 (Western)
2012 – Region 3 (Mississippi Valley)
2013 – Region 1 (Northeast)

NOTE: States in each region are illustrated in Appendix C.

2.2.6 Liaison Policy

For NTPEP to maintain communication with and be aware of the activities of other AASHTO committees and or organizations, members of the NTPEP committee are appointed to serve as official liaisons. Appointments are made by the NTPEP chair and duration of the appointment is indefinite. The NTPEP liaisons are expected to maintain an awareness of the activities of their assigned group and report annually to the Executive Committee on those activities of concern to the NTPEP. The NTPEP vice-

chair contacts liaison representatives each year and determines if there is any activity to be reported on to be included in the agenda for the Executive Committee or for the NTPEP Committee. Below are the following Committees that will have a Liaison representative:

Subcommittee on Materials
Subcommittee on Maintenance
Subcommittee on Traffic Engineering
Subcommittee on Construction
Research Advisory Committee

2.3 Executive Committee

The Executive Committee (EC) is responsible for periodic review and revision of the organization, policies and procedures of the NTPEP Committee to insure that the work of NTPEP is carried out. The EC also serves as a board of appeals whenever the appeals process detailed in Appendix A becomes necessary.

2.3.1 Membership

The Vice Chair of the NTPEP Committee will chair the EC. In addition to the EC chair, the committee will include the NTPEP Committee Chair, Regional Representatives from each of the four AASHTO regions and the Secretary of the NTPEP Committee. When the EC sits as the Appeals Board, the Chair of the NTPEP Committee will chair the Board.

2.3.2 Appeals Board

The Appeals Board provides mediation for any disputes that arise between Manufacturers or Suppliers and the respective Technical Committee if the dispute cannot be resolved between the Manufacturer and said committee. Decisions made by this board will be considered final. Refer to Appendix F for additional details regarding the Appeals Process.

2.4 Technical Committees

The technical committee (TC) develops a project work plan and provides oversight and guidance throughout the evaluation process. The TC develops the evaluation procedures identifies evaluation locations and chooses the agencies to perform the evaluations.

2.4.1 Membership

TC membership will consist of member agency personnel and industry personnel who have an interest in the subject and background knowledge of the committee subject matter. A TC may also include individuals with special expertise in the subject area who, in the opinion of the technical committee chair, NTPEP Committee Chair and the NTPEP Manager enhance the work of the committee. TC membership is open to all member agencies and representatives from participating companies in the relevant industry. A list of the Technical Committees and their scopes is provided in Appendix D.

2.4.2 Technical Committee Chair

Each TC will have a chair appointed by the NTPEP Committee Chair. The TC chair will lead the TC meetings and will serve as the principal contact and spokesperson for the TC. The TC chair is responsible for the overall quality and timely delivery of work produced by the committee.

2.4.3 Technical Committee Vice-Chair

Each TC will have a Vice-Chair appointed by the NTPEP Committee Chair. The TC Vice-Chair will lead the TC meeting in the absence of the TC chair and will otherwise provide assistance in the operation of the TC.

2.4.4. Data Mine Task Group

Each TC will have a Data Mine Task Group with a representative to serve as the liaison to the Data Mine TC. The Task Group is charged with oversight of the development and enhancements of the TC module for Data Mine. The TC representative will bring issues concerning the TC module to the attention of the Data Mine TC.

2.4.5 Secretary

The TC chair may appoint a secretary to record the meeting minutes.

2.4.6 Member Agencies

The TC will strive to include at least one member from each of the four AASHTO regions and any state under contract to perform testing for the TC. If a member agency is represented by more than one person per TC, the agency will designate a single voting member for the TC.

2.4.7 Industry Members

Representatives of industry providing products evaluated by the TC may be a member of the TC. Such members serve as non-voting members. The TC chair may direct the industry members to designate a representative that will provide one voice for industry concerns and issues to the TC during the annual meeting. Industry membership will be generated through cooperative agreements between AASHTO and industry associations.

2.4.9 Meetings

Each TC will have their session at the annual meeting. The TC chair may elect to hold a second session of "states only" members. Each TC will have two conference calls annually. The NTPEP Manager will schedule and host the conference calls and the particular TC chair will moderate them.

2.4.10 Participation

Attendance by all members at the annually scheduled meeting is especially important to accomplish the work of these committees. Acceptance of membership on one of these committees implies recognition of the value of its work, and a willingness and commitment to make every effort to attend these meetings. Recognizing that agency travel restrictions may prohibit attendance at annual meetings, other means of participation by the members for conference calls, document review and responding to ballots provides a valued contribution to the work of the TC.

2.5 Technical Committee Documents and Responsibilities

Below is a brief overview of the documents and responsibilities with which TC committees are charged. Every TC will have a Work Plan that is reviewed annually. The TC will coordinate sampling, testing and audit procedures as well as report data for their specific TC. Each TC will establish a procedure to address the concerns of manufacture request for re-testing, withdrawal of products, and re-testing cycle based on the policies established by the EC. If they are not addressed in the specific TC work plan the default procedures detailed in the EC Policy will apply. (See Appendix E for Established Policies)

2.5.1 Work Plans

When notified by the NTPEP Manager that proposals for Technical Committees have been approved, the TC will finalize the work plan. The work plan specifies the procedure used by contracting agencies (public or private entities) to perform NTPEP product evaluations. The project work plan becomes a part of the contract between AASHTO and the contracting agency. The technical committee develops the work plan, with input from the member agencies and industry representatives on the TC. The work

plan clearly defines the product and its possible applications for highway and transportation department use.

Specific dates or other information that would force frequent revision of the document will not be included in the work plan. All referenced time schedules will be in general terms that do not require revision based on yearly calendar changes. An exception to this rule is that referenced standard test methods will contain the year of approval (i.e. T 89-96, M 256-92, etc.) to preclude confusion over what method is specified for the NTPEP evaluation. Every year, the TC will review referenced standard methods to determine whether or not these methods have changes.

When a work plan is updated beyond editorial revisions, there is a 3 step process to be followed for approval of the revised document.

1. The NTPEP Manager or Staff Liaison for the TC will review the work plan to verify the practices that are required of all work plans are included and consistent with established policies. If the NTPEP staff and the TC Chair cannot resolve deviations from policy, the work plan will be referred to the EC for review and decision. The EC may determine that the deviation is appropriate. If so they will ballot a change to the affected policy with the Committee. Conversely, they may find corrections to the work plan are needed and suggest revisions to the TC Chair to bring it in conformance with existing policy. The decision of the EC will be final.

2. After review, the draft work plan will be posted on the NTPEP website for comments to be returned to the TC chair. All negatives are to be resolved by the TC Chair. After review and resolution of the comments received, the TC will approve a work plan through a meeting or electronic ballot of the TC called for this purpose. The TC will determine if comments are technical changes or editorial changes. Negatives will be voted on by the TC as persuasive, non-persuasive or non-related. Negatives that are found persuasive will be addressed and balloted a second time.

3. After the TC approves the work plan a copy will be submitted to the NTPEP Manager. The NTPEP Manager will submit any new work plan and/or any work plan deemed by the TC Chair to have significant modifications for balloting and approval by the entire NTPEP Committee. Negatives and comments from the full Committee vote will be returned to the TC Chair for resolution as detailed in the section above. Work plan approval is defined by letter or voice ballot with two-thirds of the voting members responding and a majority responding affirmatively.

2.5.2 Product Sampling & Shipping Requirements

The project work plan will stipulate that manufacturers will provide products, representative of the normal production process, in the quantities specified, at no cost to the program, and they are to be randomly selected from existing stock. Products may not be shipped to the test state or authorized testing facility until authorized by the NTPEP Manager. The manufacturers will submit an electronic submission package which includes the specified testing fee and a completed copy of the Product Evaluation Form (PEF) to the NTPEP Manager. The NTPEP Manager will provide the information

to the appropriate TC Chair when payment for the evaluation has been received and notify the manufacturer the product has been accepted for testing. The TC chair will then notify the manufacturer when and where to ship the product for testing and the testing agency that products are in route.

2.5.3 Scheduling of Testing and Timely Release of Data

The AASHTO Staff Liaison assigned to the TC will review the work plan and the TC testing schedule. The Staff Liaison will periodically request schedule updates from the test state or authorized testing facility to track the progress of the product evaluation. The TC or designee will review the test reports for quality of the data contained in the report. Each work plan will contain a timeline for review and release of the test or audit information to the manufacturer. The work plan will also contain a timeline for the manufacturer to review the data and release it for publication.

2.5.4 Reports

Status reports, final reports, audits, and other reports required by the project work plan will be prepared by the test state or primary testing facility for each test project and forwarded to the NTPEP Manager via upload to the appropriate module in Data Mine or protected electronic files distribution to the NTPEP Committee and posting to the NTPEP website. Audit reports will be posted by the auditing agency. If applicable, the test state will upload any data generated into the DataMine and notify manufacturers that the data is ready for review. Upon review and approval from industry, the TC Chair will then release the data to the public. Release of data prior to the publication of the final report or public release of uploaded data will be in accordance with those policies stated in Appendix E.

Reports do not provide parameters or specifications for acceptance or rejection of a product. They will provide an objective evaluation and reporting of data obtained from the testing or audit that has been performed. The report may cite product compliance with the work plan requirements.

2.5.5 Approval of Reports

The TC will approve the report. Reports will be electronically distributed to all participating member departments, the librarian list serve and upon request, to AASHTO committees, FHWA and the Transportation Research Board. AASHTO will also electronically distribute final reports to all manufacturers who participated in the program. The AASHTO Executive Director may also elect to provide reports to others not affiliated with AASHTO, such as cities and counties, and may establish subscription fees or other appropriate charges for such distribution.

2.5.6 Appeals

If a manufacturer/supplier disagrees with the actual test or audit results shown in a report, an appeal with appropriate documentation may be submitted to TC Chair. If the

disagreement cannot be resolved through the TC Chair the dispute may be referred to the Appeals Board for final decision.

When data is in the appeal process, a note will be entered into the electronic report indicating that the data is “under review”. The appeal will not delay public release of other data in the report. Upon completion of the appeal process, data will then be reported in accordance with the policy and procedure of the technical committee for that specific product. (For details regarding the Appeals Board Process please see Appendix F)

3.0 ANNUAL NTPEP PROGRAM MANAGEMENT

3.1 Review and Assessment

Every year, the NTPEP Committee will determine program direction. The Committee will review the activity of current TCs and evaluate proposals for the formation of new TCs and products for evaluation within the NTPEP structure for the coming year.

3.2 NTPEP Annual Meeting

At the annual meeting, the NTPEP Committee will review and approve a proposed annual testing program for the ensuing year, develop a budget supporting the testing to be completed and consider any resolutions brought before the committee.

3.2.1 NTPEP Program Report

The NTPEP Manager will provide the annual budget report to the NTPEP Committee during the States Only business meeting each year. The budget report will show the previous fiscal years receipts and expenditures and provide an update regarding the number of products that were submitted for evaluation and the number of manufacturing processes that were audited as part of the program.

TC Chairs or representatives will give a short report on business accomplished at the TC sessions held at the annual meeting.

3.2.2 Resolutions

The NTPEP Committee may adopt resolutions to request actions from the Standing Committee on Highways, the AASHTO Board, or other subcommittees, or to establish general policies for NTPEP. Proposed resolutions will be submitted to the Executive Committee in writing prior to, or at, the annual meeting. A resolution must be approved, by letter or voice ballot, by two-thirds of the voting members. The NTPEP Manager will record approved resolutions in the minutes and forward each to the appropriate recipient.

3.2.3 Sponsorship

Sponsorship dollars and in-kind contributions for NTPEP meetings, if any, are to be obtained in a manner that conforms to Section 4 of the AASHTO Bylaws, Board of Directors Operating Policy. These contributions will only be used to directly offset the cost of the opening NTPEP reception, the actual NTPEP annual meeting, including the meals served as part of the NTPEP meeting, the morning and afternoon breaks associated with the NTPEP meeting, the Technical Tour, the NTPEP dinner, and all related activities that are published in the meeting's official agenda. With the exception of displays, hospitality suites are not desired and industry associations and companies are discouraged from sponsoring such activities.

The annual meeting can be sponsored in two ways:

Tiered sponsorships

Approval for tiered sponsorships will be made by AASHTO and the Host State. Tiered sponsorship will be displayed at the following levels; Platinum, Gold, Silver, and Bronze. Contribution levels and manners of recognitions of sponsors will be determined by AASHTO in conjunction with the Executive Committee and Host State.

Event sponsorships.

Approval for event sponsorships will be made by AASHTO and the Host State. Event sponsorships are used to offset costs for the sponsored event. An entity sponsoring a specific event that wishes to contribute an amount larger than the cost of the event will have their contribution that exceeds the cost of the sponsored event recognized at the appropriate tiered sponsorship level. Sponsor recognition (displays, placards, etc.) at an event will be approved by AASHTO, the Host State, and the Executive Committee.

3.3 New Products Categories for Evaluation

Participating states, the Federal Highway Administration (FHWA), or industry may submit candidate product categories for formation of new Technical Committees or addition to an existing Technical Committee. All submissions must include the expected scope of the test project accompanied by a statement of expected benefits and estimated costs. Any available documentation indicating the need of the new test project by the AASHTO members will be included. The detailed procedure for submittal of a new product category for testing under the NTPEP is defined in Appendix A.

3.4 Research Needs

Members are encouraged to submit materials-related research needs for NTPEP endorsement for inclusion in NCHRP and other research programs. Research needs statements will be submitted to the appropriate TC chair prior to, or at the annual meeting for TC endorsement. Following the meeting, the TC Chair forwards endorsed statements to the NTPEP Manager for consideration. Product test data will be made available for research upon request and approval by the EC.

APPENDICES

Appendix A	**Introduction and Development of a New Product Category**
Page	**ii**
Approved	**(April 24, 2009)**
Appendix B	**AASHTO Organizational Charts**
Page	**iv**
Approved	**(April 24, 2009)**
Appendix C	**AASHTO Regions**
Page	**vi**
Approved	**(April 24, 2009)**
Appendix D	**Technical Committee Scopes**
Page	**vii**
Approved	**(April 24, 2009)**
Appendix E	**Established NTPEP Policies**
Page	**xi**
Approved	**(April 24, 2009)**
Appendix F	**Appeals Board Process**
Page	**xvi**
Approved	**(April 24, 2009)**

Appendix A: Introduction and Development of a New Product Category

The NTPEP Manager will refer proposals for development of a New Product Category to the Product Review Task Force. The Task Force will be comprised of one representative from each of the four AASHTO regions. The members of the task force will be nominated by the member states from each of the regions and affirmed by the Executive Committee.

1. The Product Review Task Force consensus recommendation for consideration of proposals will be referred to the Executive Committee and placed on the EC agenda for review. All submissions must include the expected scope of the test project accompanied by a statement of expected benefits and estimated costs. Any available documentation indicating the need for the new test project by the AASHTO members should be included. Solicitation and review are described herein:

    a. New Product Category Task Force shall solicit state members to nominate candidates for a new product category.

    b. State members shall provide any information regarding critical need and/or return on investment for each candidate submitted and indicate degree of willingness to participate in the development of the new product category.

    c. Upon receiving candidates to be added as a new product category, AASHTO staff shall survey member states to rank level of interest.

    d. Requests from industry received by AASHTO to consider additional new product categories will also be included in the survey.

2. *Survey shall include any information provided by state members related to critical need and/or return on investment.*

3. New Product Category Task Force shall review results of survey and select potential new product categories for development.

4. New Product Category Task Force, assisted by AASHTO staff, shall select an AASHTO state member to lead the task of determining the feasibility and need for the new product category. Responsibilities of this task leader shall be as follows:

    a. Form initial small task group of state members (typically this group will become the TC)

    b. Contact states to determine existing methods of qualification

    c. Determine type of evaluation to be proposed by NTPEP (lab and/or field)

d. Develop NTPEP draft work plan

e. Obtain “short list” of potential state members capable and willing to perform evaluation(s) for NTPEP

f. Determine approximate cost of evaluation(s) – lab and field

g. Present proposal for the new product category to the Executive Committee with recommendations of the task group. This proposal should include the draft work plan, potential testing facilities (state, university or private) and estimated costs.

5. Upon acceptance by the Executive Committee, the proposal shall be forwarded to the NTPEP chair for approval.

Note: Industry is encouraged to submit new product category requests at any time to the NTPEP Manager. These requests will be forwarded to the New Product Category Task Force review.

Appendix B – AASHTO Organization Charts

Standing Committees

NTPEP

AASHTO COMMITTEE ORGANIZATION
Councils and Committees Reporting to the Standing Committee on Highways
STANDING COMMITTEE ON HIGHWAYS (SCOH)
Council on Project Delivery
Council on Operations
SPECIAL COMMITTEES
- International Activity Coordination
- NTPEP (Technical Service Program)
- Technology Implementation Group (Technical Service Program)
- U.S. Route Numbering
- Wireless Communications Technology
JOINT COMMITTEE
- AASHTO/ACEC Committee
SUBCOMMITTEES
- Bridges & Structures
- Construction
- Design
- Highway Transport
- Maintenance
- Materials
Right-of-Way & Utilities
- Traffic Engineering
- Systems Operation & Management

Appendix C – AASHTO Regions

Region 1 – Northeastern Association of State Transportation Officials:
Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, District of Columbia, Puerto Rico

Region 2 – Southeastern Association of State Highway and Transportation Officials:
Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

Region 3 – Mississippi Valley Conference of State Highway and Transportation Departments:
Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Ohio, Wisconsin

Region 4 – Western Association of State Highway and Transportation Officials:
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming

APPENDIX D: TECHNICAL COMMITTEE SCOPES

General

Data obtained from the evaluations performed under the direction of each of the technical committees is available to the member Departments to assist them in qualifying products for use in the construction and maintenance of their transportation systems. It is the objective to have all the generated data available electronically on the NTPEP website in a format which is user friendly and searchable based upon the criteria of the user.

Technical Committees:

1. Concrete Ad-mixtures (CADD)

The Concrete Ad-mixtures Technical Committee facilitates the evaluation of liquid admixtures for modifying properties of concrete utilized in highway construction.

2. Concrete Curing Compounds (CCC)

The Concrete Curing Compounds Technical Committee facilitates the laboratory evaluation of liquid membrane-forming compounds utilized in the curing of concrete surfaces in highway construction.

3. Crack Sealers and Joint Sealants (CS & JS)

The Crack Sealer and Joint Sealant Technical Committee facilitates the laboratory and field evaluation of crack sealer and joint sealant materials. The specific products evaluated are hot poured crack sealers and hot poured and cold applied chemically cured joint sealants.

4. Data Mine (DMTC)

The Data Mine Technical Committee is charged with coordinating the development and maintenance of modules in Data Mine. All other Technical Committees will have a Data Mine Task Group with a representative to serve on the Data Mine Technical Committee. The Data Mine Technical Committee will review the performance of the Data Mine system and bring issues to be resolved to the attention of the NTPEP Manager.

5. Erosion Control Product (ECP)

The Erosion Control Products Technical Committee facilitates the evaluation of products which reduce the erosion of soil. The tests follow protocols originally developed under the guidance of the Erosion Control Technical Committee (ECTC). These standards developed by ECTC are now ASTM standards. The tests serve to evaluate the products effectiveness at reducing soil loss from rainfall-induced erosion on a simulated slope and soil loss from shear forces in a simulated channel. In addition germination test, which shows the products ability to enhance or impede vegetation germination and growth. Complementing these tests is a battery of index value tests documenting the physical properties of the products.

6. Geosynthetics (GTX & REGEO)

The Geosynthetics Technical Committee facilitates the evaluation of geotextiles and geosynthetic reinforcement as used in applications which include subsurface drainage, separation, stabilization, temporary erosion control (e.g., silt fences), permanent erosion control, paving, geosynthetic reinforced soil walls, geosynthetic reinforced slopes, embankment base reinforcement, and pavement subgrade reinforcement. These evaluations are conducted through two independent testing programs, Geotextiles and Geosynthetic Reinforcement (GTX and REGEO).

Geotextiles: This evaluation is targeted to provide the test data needed to assess geotextile products in accordance with AASHTO M288.

Geosynthetic Reinforcement: This evaluation is conducted in accordance with WSDOT Standard Practice T925, which uses a number of ASTM, ISO, and other test standards as part of its evaluation protocol to assess the long-term strength and stiffness of geosynthetic reinforcement products (e.g., geogrids, geotextiles, and polymer straps), including field and laboratory evaluation of installation damage effects, laboratory creep testing, and chemical durability testing (including typical in ground chemical and moisture conditions and UV stability).

Data produced through these evaluations can also be used as input for reinforced soil structure design.

7. HDPE Plastic Pipe (PIPE)

The HDPE Plastic Pipe Technical Committee facilitates the laboratory evaluation and auditing program for thermoplastic pipe products in accordance with the AASHTO Materials Specifications M 294, and M 252. This technical committee coordinates a listing of participating pipe manufacturing facilities along with specific pipe sizes, properties and auditing results.

8. Pavement Marking Materials (PMM)

The Pavement Marking Materials Technical Committee facilitates the laboratory and field performance evaluation of these products in various climatic regions in the United States. The general product categories include traffic paint (standard and thick-film varieties), thermoplastics (extrude, spray and preformed), cold tape (temporary and permanent) and multi-component materials (epoxies, polyesters, polyureas, MMAs, etc.). The field evaluations expose the markings to traffic and weather conditions that may be experienced in a standard installation in a representative climatic region. The laboratory evaluation includes a battery of performance and compositional tests specific to each general category of pavement markings.

9. Polymer Concrete Bridge Deck Overlays (PCBDO)

The Polymer Concrete Bridge Deck Overlay Technical Committee facilitates the laboratory evaluation of polymer concrete bridge deck overlay system materials. The specific materials are epoxies, methacrylates, and polyesters as they are used in one of the following categories:

a. *Multi-layer overlays*-aggregate distributed over a resin or binder.
b. *Slurry overlays*-aggregate mixed with resin before distribution
c. *Premixed overlays*-a mixture of aggregate and binder that is installed with or without a screed

10. Portable Changeable Message Signs and Flashing Arrow Panels (PCMS & FAP)

The Portable Changeable Message Signs and Flashing Arrow Panels Technical Committee facilitates the evaluation and field performance of these products utilized in traffic management on highway systems.

11. Raised Pavement Markers and Snow Plowable Raised Pavement Markers (RPM & SRPM)

The Raised Pavement Marker and Snow Plowable Raised Pavement Marker Technical Committee facilitates the laboratory and field evaluation of raised pavement markers. For non-plowable RPM's the case and lens are evaluated. For plowable RPM's the casting and lens are evaluated. In addition, this committee evaluates Temporary RPM's, Temporary Chip Seal RPM's, and Adhesives used to secure non-plowable RPM's. The field evaluations expose the markers to traffic and weather conditions that may be experienced in a standard installation.

12. Rapid Set Concrete Patching (RSCP)

The Rapid Set Concrete Patching Technical Committee facilitates the laboratory and field evaluation of cementitious, polymer, and polymer modified rapid setting concrete patching materials. Products are evaluated for two years consisting of laboratory testing the first year and field performance evaluations the first and second years.

13. Reinforcing Steel (REBAR)

The Reinforcing Steel Technical Committee manages the audit program for mills that produce reinforcing steel bar. In conjunction with AMRL, audits are performed and the results are published. Successful audit results are utilized by the state DOT's for material qualification or acceptance of these products. Current products include reinforcement steel bar used in transportation facilities. In the future, wire and wire fabric for concrete reinforcement, prestressing strand, and coatings for reinforcement will be considered for inclusion.

14. Sign Sheeting Materials (SSM)

The Sign Sheeting Materials Technical Committee facilitates the laboratory and field evaluation of sign sheeting material and roll up signing materials. Field test sites which expose the material for up to three years are located in various climatic regions of the country.

15. Structural Steel Coatings (SSC)

The Structural Steel Coatings Technical Committee facilitates the laboratory and field evaluation of protective coatings for structural steel utilizing the testing procedures designated in AASHTO Reference Standard R-31, 'Evaluation of Protective Coatings for Structural Steel'. Standardized testing procedures provide analytical characterization data and evaluate the performance of coating systems through accelerated weathering and 2-year atmospheric exposure testing.

16. Temporary Traffic Control Devices (TTCD)

The Temporary Traffic Control Devices Technical Committee facilitates field evaluation of flexible delineators and drums. Field conditions are utilized to represent hot summer conditions as well as cold winter conditions.

APPENDIX E: ESTABLISHED NTPEP POLICIES

POLICY FOR WITHDRAWING MATERIALS FROM NTPEP EVALUATIONS

Each technical committee is responsible for developing a policy for withdrawing materials from NTPEP evaluations. The technical committees, subject to the oversight of the EC and NTPEP Committee Chair, are responsible for the periodic review and revision of these policies. Each policy will be included in the *General Notes and Sample Requirements* for that product category. If a policy is not outline in the TC documents, the following policy will apply:

General Withdrawal Policy (when not address by TC)

A written request to withdraw the Product Evaluation Form must be received by the NTPEP Manager at least five business days before the testing is to begin in order to receive a partial refund. When a field test is performed, the beginning of testing is taken as the scheduled application date. When laboratory tests only are performed, the beginning of testing is taken as the date products are sampled or sent to the testing laboratory. A handling fee of ten (10) percent of the testing fee will be charged in this event. Testing fees will not be refunded after this deadline. Results obtained up until the time of withdrawal will not be reported. In this event, the material will be listed in the final report with a note indicating that it was withdrawn from the evaluation program.

POLICY FOR REVIEW OF NTPEP TEST REPORTS

Industry will receive a copy of the report in draft status and asked to review the data for their product(s) for correctness. Upon receipt of results to be reviewed, any response from industry must be submitted in writing to the NTPEP Manager within ten (10) working days.

Once a response is received, the NTPEP Manager, TC chair, the testing state/agency and if applicable, the agency generating the report, will review the response to determine if an error was made. Typographical errors that are found will be corrected. When technical errors that challenge the integrity of the test data are alleged, the data will be as reported unless an investigation by the responsible testing entity confirms conclusively that a technical error occurred.

A notification will be sent by the NTPEP Manager to the submitter indicating the decision within fifteen (15) working days. If the decision by the technical committee does not resolve the issue, the manufacturer may refer the disagreement to the Appeals Board. See Appendix F for the Appeals Board Process.

POLICY ON MANUFACTURER PUBLICATION OF NTPEP TEST DATA

Manufacturers may publish NTPEP data under the following conditions:

1. Only test data for the manufacturers own products may be reproduced. Manufacturers may utilize the test data on their own products as a source of independent test data. However, the data may not be used for comparative marketing purposes with those of other manufacturers.

2. Whenever NTPEP test data are used or presented, the following statement will be used.

"The preceding test data excerpts were reproduced with the permission of AASHTO, however, this does not constitute endorsement or approval of the product, material or device by AASHTO."

Some areas in which a manufacturer may use NTPEP data are as follows:

1. to indicate that the product was tested by NTPEP in their own product bulletins and brochures;

2. use as references on Product Evaluation Forms (PEF) required by many government agencies.

POLICY ON REVIEW OF PRELIMINARY DATA BY AASHTO MEMBER DEPARTMENTS

The National Transportation Product Evaluation Program (NTPEP) recognizes that AASHTO member departments may desire to review the evaluation results created by the program prior to release of the final report of those results. Such preliminary results will be released using the following procedure:

1. The member department must submit an emailed request to the NTPEP Manager that clearly identifies the evaluation results to be released.

2. The NTPEP Manager will notify the TC Chair, relevant testing agency and the manufacturer that such a request has been made by sending a copy of the original request to each party.

3. The NTPEP Manager will request the relevant testing agency to release the requested evaluation results to the requesting member department and the manufacturer concurrently.

Any release of the data will be accompanied by a statement clearly indicating that the data is preliminary, has not undergone any review process and is not allowed to be distributed beyond the requesting agency.

POLICY FOR REVIEW/PUBLISHING OF AUDIT RESULTS BY NTPEP/AMRL

Upon completion of an Audit, the NTPEP Auditor will review and complete the report generated during the onsite audit and reviewed with the Manufacturer at the close out meeting. When completed the report is forwarded to the AMRL Supervisor for review.

Once the report has been reviewed and any revisions finalized, the audit results, pre-audit documentation and current Quality Manual are uploaded onto the NTPEP Audit Program (NAP) website. The responsible Plant Manager and any AASHTO member departments that participated in the audit will be notified the audit results are available through the NAP website. Once the results are posted they are available to all member Departments for review.

If major deficiencies are noted during an audit, the facility is required to provide Corrective Action Reports detailing the action taken to correct deficient items. Corrective Action Reports are uploaded after review by the AMRL Supervisor. Split sample test results are posted on the NAP website when received from the independent testing laboratory and reviewed by the AMRL Supervisor. The Plant Manager is notified when these results are posted.

Appendix F: Appeals Board Process

The Appeals Board functions as a point of mediation for any disputes that arise between Manufacturer or Suppliers and the respective Technical Committee if the dispute cannot be resolved between the Manufacturer and said committee. The Appeals Board is comprised of the Vice Chair of the NTPEP Committee, the Regional Representatives (one each from the four AASHTO Regions), and the Secretary of the NTPEP Committee. The Appeals Board will be chaired by the Chair of the NTPEP Committee. Decisions made by this board will be considered final.

When a Manufacturer or Supplier disagrees with reporting or data generated for products that they have submitted through Technical Committee for evaluation, the steps detailed below shall be followed for resolution:

1. Provide the TC Chair a written request to review the data or consider revision to the reported values. The request must contain justification related to the specific product that has been submitted.

2. The TC Chair will review the request and make a decision regarding the validity of the request for revision to the reported values.

3. If the TC Chair determines the request to be valid, the Chair will notify the data reporting entity and request either a reevaluation of the product or a change to the data.

4. If the TC Chair does not find the request to be valid, the Chair will notify the Manufacturer that the request has been denied.

5. If the Manufacturer considers the issue unresolved after working with the TC Chair, the Manufacturer may request the matter to be taken before the Appeals Board as described above.

6. The appeal will not delay public release of other data in a report. The data in question will be reported as “under review” while the appeal is in process.

7. The Appeals Board will convene and review the information provided by the Manufacturer and the TC Chair.
    a. The Board may request additional information from the Manufacturer representative or the TC Chair.
    b. The Appeals Board may request that the Manufacturer representative and the TC Chair appear before the board to discuss the issues of the appeal.

8. The Appeals Board decision regarding the issue will be considered final.