

Technical Circular T -3- 96
(cancels T12-91 and T-10/95)
July 17, 1996

To: Distribution

SUBJECT: RECOGNIZED PRODUCTS LIST and NEW PRODUCTS COMMITTEE

PURPOSE:

To ensure effective evaluation and assessment of new products proposed for Ministry works.

BACKGROUND:

The Recognized Products List is a list of products that may be used for Highway construction, rehabilitation and maintenance. The list is intended for reference use by contractors or suppliers who are providing materials or products. The list also acts as a reference for Ministry staff specifying or ordering materials or products. The list is maintained by the New Products Committee which is composed of the following personnel:

Mike Oliver, Chair, Deputy Chief Highway Engineer, Geotechnical and Materials
Steve Geddes, Secretary, Materials Laboratory Scientist
Kelcy Daigneault, Data Base Coordinator, Records Clerk
Mike Bishop, Project Manager Paving, Nanaimo
Wayne Bobroske, Senior Design Advisor
Roy Buettner, Manager, Bridge Construction
Rodney Chapman, Director Construction and Maintenance Branch
Mike Kent, Deputy Chief Highway Environment Officer
Nick Polysou, Regional Geotechnical and Materials Engineer, Prince George

PROCEDURE:

All materials used for construction, rehabilitation and maintenance of Ministry highways, roads, and structures must either be covered by Ministry specifications or be on the Recognized Products List.

Products will be evaluated by the committee on the receipt of an application from producers, agents or suppliers as explained in the attached New Products Committee's terms of reference. The criteria used to qualify products for listing are: (1) the product must remain as part of the infrastructure (therefore excluding products such as equipment), (2) in the opinion of the committee, the listed products must have a reasonable expectation of significant use and be environmentally acceptable. Proprietary products, which satisfy the Ministry's specifications, where established, or are otherwise considered satisfactory, are listed. In some cases a qualifier regarding applicability or usage may be included.

In emergent situations, a project manager may consider a new product that is not covered by Ministry specifications or is not on the Recognized Products list. In such situations, the project manager would request an evaluation of the product from the appropriate professional services group within the Region. The Region will consult with the appropriate Section in headquarters Engineering Branch. Upon consultation and where deemed necessary, upon additional checking with other agencies or manufacturers, the headquarters Section will provide a recommendation to the Chief Highway Engineer with respect to acceptance or rejection of the product. The Chief Highway Engineer will either approve or reject the product for use on the project. The Chief Highway Engineer will inform the Section who provided the recommendation, and the Secretary of the New Products Committee of the approval or rejection of the product. If the product is approved then the product will be included in the Recognized Products List and incorporated into the works. If the product is not approved by the Chief Highway Engineer it shall not be incorporated into the works. This process can be performed by telephone, electronic mail, facsimile and the response turnaround shall be two working days.

The Recognized Products List is alphabetically sorted using an application code. New applications may be added at any time should the need arise.

The Recognized Products List is not an endorsement of a given product, or in any way a guarantee of adequate performance relative to the specific contract requirements. Use of a listed product or material by a contractor shall not relieve in any way the contractor from the contractual obligations.

Products are listed under two distinct categories termed "tentative" and "proven" defined as follows:

Tentative - Tentative products appear to meet the Standard Specifications (where established) or appear to have potential for significant use. These products have not yet been used extensively on Ministry projects. Tentative products can be used on Ministry projects but caution is advised.

Proven - Proven products have an adequate established record of use on Ministry projects.

Certain applications require a formal established assessment process to occur before products are listed. Examples are traffic paint, thermoplastics, dust palliatives, bridge deck sealants, soil stabilization products and coating systems.

Pamphlets explaining the New Products Committee with the products submission form (copy attached) are available from the Engineering Branch in Victoria, and from the Regional Geotechnical and Materials Engineers in Burnaby, Kamloops, Nelson, Prince George, Terrace and Nanaimo. The list is available for viewing at the above noted offices. A notice will be distributed when the list is available for viewing on the internet.

CONTACT:

Michael F. Oliver, P. Eng.
Deputy Chief Highway Engineer
Geotechnical and Materials

A handwritten signature in black ink, appearing to read 'Merv Clark', written in a cursive style.

Merv Clark, P. Eng.
Acting Chief Highway Engineer

Superseded
by T-05/07

NEW PRODUCTS COMMITTEE

TERMS OF REFERENCE

1.0 PREAMBLE

The New Products Committee has been established by the Ministry of Transportation and Highways Executive. All materials used for construction, rehabilitation and maintenance of Ministry highways, roads and structures must either be covered by Ministry specifications or be on the Recognized Products List.

The purpose of the committee is to provide a preliminary assessment of new products applicable to Ministry construction, rehabilitation and maintenance works. The New Products Committee also will provide a listing of all products (Recognized Products List) that may be used to construct, rehabilitate and maintain Ministry infrastructure providing that the products are relatively significant to the Ministry in terms of cost and impact.

1.1 The committee will have seven members, consisting of a Chair, a Secretary and five engineers and/or technicians who are knowledgeable and experienced in the areas of materials, structural and general highway engineering. At least two members will be regional employees. Five members are required at a meeting to provide a quorum.

1.2 The Chair and the Secretary will be permanent committee members. The Chair will be the Deputy Chief Highway Engineer, Geotechnical and Materials Engineering and the secretary will be the Senior Geotechnical Laboratory Standards/Products Scientist. The normal term for the other committee members is two years which may be extended by mutual consent.

1.3 The committee reports to the Chief Highway Engineer.

1.4 The committee will meet six times (conference call meetings may also be considered) a year to assess new product applications and to maintain and update the Recognized Products List. If there are no proposed products, meetings could be less frequent.

1.5 The cost of the Committee's activities will be as follows:

1.5.1 Administrative costs, salaries and expenses of Committee members and of other technical reviewers and advisors as may be necessary from time to time will be paid for by their normal place of employment.

1.5.2 Preliminary testing or evaluation through Ministry laboratory facilities to be paid by the Ministry facility performing the work.

1.5.3 Costs of technical reviews outside the Ministry and costs of the implementation of experimental products or field trials of products will be funded by projects.

1.5.4 Costs of private testing agencies or limited costs of product trials or experiments may be accepted by the Committee out of funds allocated to the Committee from time to time.

2.0 DUTIES AND RESPONSIBILITIES

2.1 Make a preliminary evaluation of new products by assessing the following:

- 2.1.1 The current or potential usefulness to the Ministry.
- 2.1.2 The reliability of the product data provided by the applicant, particularly with respect to the function, safety and environmental risks.
- 2.1.3 The practicality of application and the general cost benefit of the product.
- 2.1.4 The extent of additional tests and trials deemed necessary to obtain an opinion regarding Ministry's acceptance or rejection of application.

2.2 Maintain the Ministry's "Recognized Products List" by:

- 2.2.1 Establishing a format which makes the list informative and easy to maintain and update.
- 2.2.2 Listing or deleting products from the list using the results and conclusions obtained from all available resources including Ministry staff opinions, opinions from contractors, opinions from other Highway related agencies and organizations.
- 2.2.3 Maintaining and publishing the "Recognized Products List", publishing Technical Circulars, Technical Updates and meeting to communicate activities and results periodically throughout the Ministry. It is intended that the "Recognized Products List" will be available for viewing electronically (LAN or Internet).

3.0 PROCEDURES

3.1 Members will be canvassed by WANG Office E-Mail for agenda items by the secretary. Alternatively, where the agenda, in the opinion of the members does not warrant the time of the members, the Chair may cancel the meeting.

3.2 After review by the Chair, the agenda will be delivered to the members or their designates within one working day of the meeting.

3.3 The draft minutes will be prepared by the Secretary and distributed to the Committee members and the Chief Highway Engineer within five working days of the meeting. The draft minutes will be considered at the subsequent meeting as "approved as written" or "approved as modified".

3.4 The New Products Committee can refer product applications to additional Ministry resources to obtain product assessments. A response from the designated Ministry staff or other Ministry committees must be received by the New Products Committee within ten working days unless exceptional circumstances exist. The list of

Ministry staff or other Ministry committees that routinely report to the New Products Committee include the following:

- Highway Delineation Committee for Highway delineation product evaluation.
- Bridge Engineering and Geotechnical and Materials Engineering Section for Retaining walls and Mechanically Stabilized Earth Systems.
- Senior Asphalt Laboratory Scientist for Asphalt specialty products.
- Senior Chemical Laboratory Scientist for Paints and chemically related products.
- Senior Environmental Officer for products related to environmentally sensitive applications.

3.5 In emergent situations, a project manager may consider a new product that is not covered by Ministry specifications or is not on the Recognized Products list. In such situations, the project manager would request an evaluation of the product from the appropriate professional services group within the Region. The Region will consult with the appropriate Section in headquarters Engineering Branch. Upon consultation and where deemed necessary, upon additional checking with other agencies or manufacturers, the headquarters Section will provide a recommendation to the Chief Highway Engineer with respect to acceptance or rejection of the product. The Chief Highway Engineer will either approve or reject the product for use on the project. The Chief Highway Engineer will inform the Section who provided the recommendation, and the Secretary of the New Products Committee of the approval or rejection of the product. If the product is approved then the product will be included in the Recognized Products List and incorporated into the works. If the product is not approved by the Chief Highway Engineer it shall not be incorporated into the works. This process can be performed by telephone, electronic mail, facsimile and the response turnaround shall be two working days.

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Province of
British Columbia

Ministry of
Transportation
and Highways

MEMORANDUM

To: See Distribution

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File: 195-20/CIR

Re: Technical Circular 3/96 - Recognized Products List and New Products Committee

It would appear that the full distribution of this circular may not have been completed. The circular, therefore is being re-distributed.

Please disregard this copy if you are already in receipt of this document.

John Shaw
Manager, Operations Policy

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attachment