

ODOT Office of Traffic Operations

Product Submittal Process for Traffic Authorized Product List

The ODOT Office of Traffic Operations has established procedures for the review and approval of products used in Statewide Intelligent Transportation Systems (ITS) or Traffic Signal Systems. All products considered for use must be reviewed and Authorized by the Office of Traffic Operations prior to being included in the Traffic Authorized Product List (TAP).

Through previous investigation, usage by the Office, and industry performance history, certain types, brands and models of products and materials have established a satisfactory in-service reliability record. These products have been tabulated by manufacturer's names and identifying numbers on the TAP.

Use by Design Engineers:

The TAP includes products that meet the needs of most ITS and Traffic Signal projects within the State. Design engineers must however, confirm that products in the TAP meet their project needs. If the project requires products of different size, material, or design than those listed in the TAP, the design engineer must seek approval by the Office of Traffic Operations prior to their use.

Use by Contractors:

The TAP, by itself does not constitute a submittal by the contractor. The contractor must submit manufacturer technical data sheets of sufficient detail to adequately describe the product or materials for each project. Submittals shall address all requirements contained in the TAP data sheet as well as applicable project specifications. The corresponding TAP data sheet should accompany the submittal for listed projects.

Use by Contractor Submittal Reviewers:

The TAP is intended to expedite reviews of product submittals made by contractors. Contractor submittal reviewers must confirm the following to ensure that products comply with the TAP:

- The product meets the functional needs of the project.
- The product is of the type specified for use on the project.
- The product is in the category covered by the TAP.
- The manufacturer of that product is listed on the TAP.
- The model number, serial number or manufacturer designation is listed on the TAP.
- The product meets all requirements in the applicable specifications, special provisions, details and construction notes in the project contract documents.

General Notes And Requirements

1. Contractors shall confirm that the construction contract documents allow for use of products on the TAP. Project-specific Special Provisions or Technical Specifications in the project contract documents may specify other products, in which case the project specifications shall govern.
2. Projects under construction shall only utilize products on the current Traffic Authorized Products List at the time of project letting. Product manufacturers or representatives wishing to submit products for consideration shall follow the procedures listed in this document and furnish the requested information.

3. Standards referenced in the Authorized Product List shall be the latest version of that standard, regardless of the year or date indicated.
4. After an item is Authorized, the product manufacturer or representative shall inform the Office in writing, of any subsequent modifications in product design or material. Changes in product design or material may require further evaluation to determine continued approval of the product. Failure to inform the Office of such changes may result in removal of the item from the Traffic Authorized Products List.
5. The Office may withdraw any approval as a result of design or material change, field observation, testing, product failure, or other factors, which, in the Office's opinion, warrant such withdrawal.
6. Assembled products, and the materials associated with assembled products, may be subject to testing for conformance to applicable standards and manufacturer's specifications for that product.
7. The Office may limit the number of Authorized products for certain items that require specialized tools, training, excessive storage or reduce the efficiency of maintenance and operations activities.
8. Upon the release of new or updated ODOT Standard Specifications, including the Office of Traffic Operations Handbook, the existing TAP items will remain until new products are submitted and approved/authorized to replace them on the TAP list. The timing of specification changes may allow product and equipment manufacturers to provide material submittals outside of the normal designated timeframe during winter months. ODOT will not have a required timeframe for evaluating product submittals.

NEW PRODUCT SUBMITTAL AND REVIEW PROCESS

New Product Submittal Checklist

Product and equipment manufacturers wishing to have a product reviewed for inclusion on the TAP shall submit a complete written request to the ODOT Office of Traffic Operations **no sooner than December 1st and no later than February 28th of the following year**, unless specifically solicited by the ODOT Office of Traffic Operations, or ODOT Specifications changes warrant the submittal. This should be submitted as a single package for each product and include the following:

1. Identify the product and Office TAP number to which the product would be added (if applicable).
2. Identify the ODOT Standard Specification, ODOT Supplemental Specifications, or ODOT Office of Traffic Operations Handbook Specification that govern the product, where applicable. The most recent version of the handbook shall be used, when applicable.
3. Describe the product, providing technical specifications, dimensional drawings, product weights and catalog information.*
4. If the product is proposed as an addition to a current Authorized Product sheet, demonstrate compliance with listed requirements in the corresponding sheet.*
5. Indicate compliance with applicable ASTM, ANSI, IEC, UL, FM, ADA, ISO 9001 or other related standards or specifications that govern the product.*
6. For ATC controllers, please provide Management Information Base (MIB's) per Supplement 1111.
7. Provide an example submittal for review by the Office. The example submittal shall contain the same level of detail as that provided by a contractor during construction.
8. Name, address, and phone number of local product representative/product manufacturer.

9. Product availability, delivery time, pricing and manufacturer's location. If both foreign and domestic options are offered, provide availability, pricing and delivery time for each.
10. Provide test results showing compliance with applicable standards, or other relevant testing information, including independent laboratory test results.
11. Provide manufacturer's installation procedures for the product.
12. List maintenance requirements, special equipment and procedures and recommended maintenance schedules.
13. List a minimum of three (3) DOT's with the submitted products listed on their Approved List. The product must be installed and currently in use. Include project name and location, project owner's contact name, address, and telephone number, and product application (including sizes) and number of years in use.
14. Provide a material safety data sheet (MSDS), if applicable.
15. Describe recent product revisions or improvements.
16. Explain how the product would benefit the Office in terms of prolonged service life, reduced maintenance (extended warranties), and reduced life-cycle cost compared to products now in use.
17. If product meets all requirements of the Office as listed in the ODOT Standard Specification, Supplemental Specification, and/or Office of Traffic Operations Special Provision and is accepted by the Office, a sample product shall be submitted for final approval by the Office. **This sample product shall be provided and retained by ODOT at the manufacturer's expense.** Final Approval may take 6 weeks or up to 6 months (if the product is to be installed and tested in the field) from the time the product is received by the Office of Traffic Operations, but ODOT will not have a required timeframe for evaluating product submittals. If the product receives Final Approval, it shall be placed on the following update of the Office of Traffic Operations, Traffic Authorized Product List (TAP) which is updated on a quarterly basis.

*This information must be shown as part of the manufacturer's publicly available product literature. Separate letters or statements indicating compliance with these requirements may be rejected.

New Product Submittals

Electronic submittals in PDF-format or other common formats.

PRODUCT RE-SUBMITTAL AND REVIEW PROCESS

For products that have been removed from the TAP that are seeking reapproval, the following applies:

- ODOT Office of Traffic Operations must be contacted to confirm in writing the reasons/issues the product was initially removed, so that the product manufacturer/vendor can verify that these issues have been remedied with the new submittal.
- Manufacturer/vendor shall submit technical documentation stating that the cited issues have been corrected. ODOT Office of Traffic Operations may ask manufacturer/vendor for field test of the product for further verification of corrected issues.
- All documentation required in the ***new product submittal checklist*** must be resubmitted if the product has been off the TAP for 2 or more years to confirm product still meets ODOT standards.