

Ohio Department of Transportation Qualified Product List

PROCEDURE FOR QUALIFIED PRODUCTS LIST (02/04/2014)

Definition:

The Qualified Products List (QPL) is an electronic list, both internet and mainframe based. The QPL identifies materials, and manufacturers whose materials are approved for use on ODOT projects without further documentation or testing. The QPL provides Department personnel with an easy to use paperless process to determine if a material is acceptable for immediate incorporation into the work. The QPL also serves as an electronic project documentation method to capture material data in the project records. The QPL eliminates the traditional project submission and documentation process requirements for select manufactured materials.

Scope:

The QPL is intended to be used as a method of acceptance for the following materials:

- Manufactured materials that historically have an acceptable performance history
- Manufactured materials for which the producing industry has a history of furnishing quality materials
- Materials that are small cost items in the Departments overall materials purchases
- Materials for which the Department's laboratory does not possess the equipment or capabilities to routinely test for acceptance, and for which capital expenditures for such equipment and capabilities is not warranted

QPL Process:

The QPL Process is as follows:

1. **Determining a QPL material**
2. **Determining the acceptance requirements for QPL material approval**
3. **Adding a material to the QPL**
4. **Required project site documentation and inspection for a QPL material**
5. **Documenting Project Acceptance of a QPL material**
6. **Random Testing**
7. **Removal of materials from the QPL**
8. **QPL dispute resolution process**
9. **Reinstatement of materials to the QPL**

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1. Determining a QPL material:

The Department will determine if a material is eligible for inclusion on the QPL in the following manner:

Materials for which the Department has no in house historical test data:

Upon request by the appropriate specification committee, the Office of Material Management (OMM) will evaluate a proposed material and recommend to the committee a method for materials acceptance. If the recommended method is via QPL the evaluation must include:

- A. Evaluate the expected variability of the material.
- B. Evaluate the material manufacturing industries' ability to produce a quality material.
 1. ISO 900X manufacturers
 2. Manufacturers with a known quality history
 3. Other quality processes
- C. Other states' experience and acceptance methods for the material.
- D. Cost to the Department for:
 1. obtaining testing equipment for acceptance/verification and Independent Assurance

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- Sample (IAS) testing
2. obtaining samples using in-house personnel
 3. providing additional labor and training to in-house personnel
 4. contracting private test laboratories to perform acceptance/verification
 5. obtaining samples using an independent third party
 6. managing the independent third party
 7. Other options such as NTPEP processes

The evaluation will be documented. A copy of the evaluation will be provided to the Specification Committee and a copy will be maintained on file by OMM. The specification committee will notify OMM whether they accept the QPL recommendation as part of the final specification. In the event that the specification committee rejects the QPL recommendation, OMM will determine an alternate material acceptance option for committee approval.

Materials for which the Department has in house historical test data

OMM may periodically evaluate the current acceptance process for a material and make a recommendation to a specification committee for that material to be added to the QPL. This evaluation will be based on the following:

- A. Historic performance of producers of the material
- B. Historic variability of the material
- C. Historic test data
- D. Other states' experience and acceptance method for the material
- E. Cost to the Department for:
 1. maintaining testing equipment for acceptance/verification and IAS testing
 2. contracting private test laboratories to perform acceptance/verification
 3. obtaining samples with in-house forces
 4. obtaining samples with independent third party forces
 5. providing additional manpower and training to in house forces
 6. managing the independent third party
 7. Other options such as NTPEP processes

The evaluation will be documented. A copy of the evaluation will be provided to the Specification Committee and a copy will be maintained on file by OMM.

In the event that the specification committee rejects the QPL recommendation, the Department will continue the current method of acceptance.

2. Determining the acceptance requirements for QPL material approval

In the event that the specification committee accepts the QPL recommendation, OMM will be responsible for developing criteria for acceptance of the material for inclusion on the QPL.

The criteria for inclusion on the QPL will generally include the following:

- A. Submittal of test data demonstrating conformance to the specification requirements.
- B. Samples of the material to determine typical markings and other identifying characteristics.
- C. Samples for testing, if some testing can be performed.
- D. Submittal requirements for other offices, if other Departmental offices have some involvement in the materials acceptance process.

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E. Annual recertification submittal requirements.

3. Adding a material to the QPL

The Office of Materials Management is responsible for maintaining the QPL. OMM will maintain a QPL website listing all submittal requirements for the QPL material and the approved manufacturers. Each QPL material will have a separate submittal requirement document on the website.

A. Initial QPL material approval process.

1. A material manufacturer (*not supplier*) can request inclusion of a material on the QPL list by making a complete QPL submittal which meets the requirements set forth for that material.
2. OMM will evaluate the submittal for compliance with these requirements.
3. Materials meeting these requirements will be listed on the QPL website.

B. Annual recertification process.

1. Manufacturers must recertify their materials by January 1 of each calendar year by making a complete QPL submittal.
2. It is the manufacturer's responsibility to initiate the recertification process by making an annual QPL submittal.
3. Materials not recertified will be removed from the list effective February 1 and can only be returned to the QPL list through the process set forth in Section 3A (above).

4. Required project site documentation and inspection for a QPL Material

Only materials listed on the QPL at the time of delivery to the project will be accepted by the QPL process. This is verified electronically, since only those materials listed on the QPL can be entered into the SITEMANAGER System (SM). QPL materials/products will not be approved or accepted through traditional sampling and testing methods unless otherwise approved by the Office of Materials Management (OMM). OMM will maintain a current QPL listing of materials, products and manufacturers on the OMM website.

Documentation and inspection requirements are as follows:

A. Provide the Engineer with documentation that the material provided is from a currently approved QPL manufacturer. Acceptable manufacturer validation documentation includes:

1. Manufacturer's stamps or imprint on the material
2. Label information
3. A letter of conformance showing the manufacturer
4. Some other form of documentation showing the manufacturer, the grade or brand is on the QPL list

B. The Engineer will visually inspect the material quality for assurance that the material is free of defects.

C. The Engineer will check the Department's current QPL webpage. If the manufacturer and brand name appear on the current QPL listing, then the Engineer can accept the material by using the QPL acceptance application on the CMRS Portal.

D. Materials may be added to the QPL providing that the product/manufacturer is accepted onto the list as per Section 3 unless the cause for removal from the QPL list was pursuant to Section 7.

E. Materials for which the manufacturer cannot be identified will not be accepted.

5. Documenting Project Acceptance of a QPL material.

If the Engineer verifies and determines that the QPL material is correctly identified and in acceptable condition, then the Engineer will use the CMRS Portal QPL Acceptance Application to acknowledge

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approval/acceptance of the material and to document the following:

- A. Material Description/Type
- B. Quantity
- C. Reference number
- D. Manufacturer

6. **Random Testing**

OMM will identify QPL materials for random testing.

Materials for which the Department has in-house testing capability will require random testing consisting of process samples obtained by ODOT from the manufacturer's stock. OMM will determine, document, and monitor the testing frequency.

For materials which the Department does not have in-house testing capability, OMM will randomly choose QPL materials for yearly evaluation by an independent source.

The costs of sampling and testing for these QPL materials will not exceed \$50,000 in a calendar year.

The Department will obtain a sample from the manufacturer and perform one round of Quality Assurance (QA) testing within 30 days of receipt of the manufacturer's certification and Departmental approval for product inclusion on the QPL. Final approval and acceptance of the material will be based on the Department's Quality Assurance sampling and testing of the material for compliance with the approved plans and specifications.

7. **Removal of materials from the QPL**

In the event a random test, as set forth in Section 6, yields a failing result, the manufacturer will be notified. The manufacturer will then have 15 days to determine the cause, provide an explanation for the failure, and identify corrective actions in writing to OMM.

Unresolved random tests or lack of responsiveness on the part of the Manufacturer beyond 15 days subsequent to a failed test will result in removal of the material from the QPL. OMM will determine the acceptability of the manufacturer's explanation.

In the event that a material exhibits field performance problems, the manufacturer will be notified. The Manufacturer will then have 15 days to determine the cause, provide an explanation for the failure, and identify corrective actions in writing to OMM. OMM will determine the acceptability of the manufacturer's explanation.

8. **QPL dispute resolution process**

In the event a material is removed from the QPL under the terms described in Section 7, the manufacturer may appeal the removal.

If the manufacturer disputes the validity of Department test results, the manufacturer must notify the Department within 15 days of receiving results. The Department will conduct a review of equipment operation and calibration and invite the manufacturer to witness the applicable testing procedures. The Department will conduct the investigation in a manner it chooses to best isolate the cause of possible comparison problems, which may include conducting testing on Department and manufacturer equipment with Department and manufacturer technicians. The Department will analyze results and give them to the manufacturer.

If original Department test results are validated, they will stand. If Department testing is found to be in error, the Department will make a determination as to whether re-sampling and/or retesting will be performed; whether an alternative test value (if available) will be accepted and used (i.e. in the case of verification

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testing); or if some other method of re-evaluating the material in question will be used.

The manufacturer must submit a written appeal to the Administrator, Office of Materials Management setting forth reasons to reinstate the material to the QPL. The Administrator will issue a written decision within 30 days of receipt of the written appeal.

In the event that the Manufacturer does not accept the decision of the Administrator, they may appeal the decision to the QPL Appeal Board. The QPL Appeal Board will consist of the Deputy Director, Division of Construction Management; Administrator, Office of Construction Administration; and the appropriate construction staff specialist. The appeal to the QPL Appeal Board must be made in writing and must contain additional information or identify an area in which the Administrator may have erred in his/her decision.

The QPL Appeal Board will make its determination based on the documents provided by the Department and the Manufacturer. The QPL Appeal Board will issue a written decision within 30 days of its receipt of the appeal.

9. Reinstatement of materials to the QPL

Materials that are removed from the QPL due to the manufacturer failing to obtain recertification can be reinstated by following the requirements of section 3A "Initial QPL material approval process."

Materials removed from the QPL due to failure of random tests will not be considered for reinstatement for a period of not less than one year. In addition, OMM may require additional testing and documentation for consideration of reinstatement.