

NEW PRODUCT SUBMITTAL FORM

TL-9501 (REV 1/2009)

For Caltrans Internal Use Only

Tracking Number: _____

Date Received: _____

The New Product Submittal Form (NPSF) provides the California Department of Transportation (Caltrans) with information regarding transportation related products or processes submitted for evaluation. **Please answer all questions thoroughly and fill in all fields (if not applicable, write N/A).**

A New Product Submittal Package (NPSP) must be submitted for **each** new product (one NPSP per new product) and **must** include the following: (1) New Product Submittal Form, (2) product literature, (3) test data, (4) Material Safety Data Sheet (MSDS), if required, (5) Quality Control Plan, if applicable, (6) contact list, if applicable, and (7) any other pertinent information. Do not include samples or specimens with the submittal package. You will be notified if/when samples are required. Incomplete New Product Submittal Packages will not be considered and will be discarded after 30 days.

Mail New Product Submittal Package, **in triplicate**, to the following address:

Attention: New Products Desk
California Department of Transportation
Materials Engineering and Testing Services
5900 Folsom Boulevard
Sacramento, CA 95819

PRODUCT IDENTIFICATION:

Product/Process Trade Name: _____

Model/ID Number: _____

Generic Name: _____

PRODUCT MANUFACTURER:

Company Name: _____

Telephone No: _____

Fax No: _____

Address: _____

City/State/Zip Code: _____

Email Address: _____

Web Page URL: _____

Principal Business Activity: _____

PRODUCT SUBMITTED BY (Distributor, Vendor, Manufacturer's Representative):

Company Name: _____

Contact (Caltrans correspondence will be
addressed to the contact person listed here): _____

Title: _____

Telephone No: _____

Fax No: _____

Address: _____

City/State/Zip Code: _____

Email Address: _____

Web Page URL: _____

NEW PRODUCT SUBMITTAL FORM (Continued)

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PRODUCT INFORMATION:

Proposed use of product:

General composition of product:

Does product utilize recycled materials? *(Indicate yes or no, and if applicable, list recycled materials.)*

Product limitations:

Alternate use for what existing product(s)?

Advantages over currently used product(s)?

How does this product speed up construction activities?

Does the use of this product aid Caltrans in complying with any safety or environmental regulations?

Is product currently on the market? What year was product introduced?

Approximate cost per unit:

Approximate cost per unit in place:

ADDITIONAL INFORMATION:

Has product been evaluated previously by Caltrans? Under what product name?

Who suggested Caltrans be contacted?

Name(s) of Caltrans employee(s) with whom discussions have been held:

PRODUCT MEETS THE FOLLOWING SPECIFICATIONS:

Yes	No	Agency	Specification Number
<input type="checkbox"/>	<input type="checkbox"/>	Caltrans	
<input type="checkbox"/>	<input type="checkbox"/>	AASHTO	
<input type="checkbox"/>	<input type="checkbox"/>	ASTM	
<input type="checkbox"/>	<input type="checkbox"/>	FHWA	
<input type="checkbox"/>	<input type="checkbox"/>	Other DOT's (specify DOT):	
<input type="checkbox"/>	<input type="checkbox"/>	Other Nationally Recognized Agency (specify Agency):	

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PRODUCT TEST DATA:

Yes	No	Agency
<input type="checkbox"/>	<input type="checkbox"/>	NTPEP
<input type="checkbox"/>	<input type="checkbox"/>	AASHTO
<input type="checkbox"/>	<input type="checkbox"/>	ASTM
<input type="checkbox"/>	<input type="checkbox"/>	FHWA
<input type="checkbox"/>	<input type="checkbox"/>	Other Nationally Recognized Agency (specify Agency):

NEW PRODUCT SUBMITTAL PACKAGE CHECKLIST

<input type="checkbox"/>	1. New Product Submittal Form.
<input type="checkbox"/>	2. Product literature (brochures, cut sheets, specifications, etc.).
<input type="checkbox"/>	3. Test data.
<input type="checkbox"/>	4. Material Safety Data Sheet (MSDS), if required.
<input type="checkbox"/>	5. Quality control plan, if product utilizes recycled materials.
<input type="checkbox"/>	6. Contact list, if applicable, identifying other entities that have utilized the product.
<input type="checkbox"/>	7. Other pertinent information.

THE FOLLOWING CONDITIONS APPLY FOR ALL NEW PRODUCT EVALUATIONS:

1. The California Department of Transportation (Caltrans) policy is to ensure the objective, impartial, and consistent evaluation of new products for use in the construction, maintenance, and operation of the State's transportation system. New products are defined as fully developed and marketable products that have not been previously evaluated by Caltrans and for which Caltrans specifications do not exist. All new products are evaluated on the basis of need, performance, cost-competitiveness, and compliance with health, safety, and environmental regulations.
2. All new products will first be subject to a "needs assessment" by an impartial panel including ultimate users. Products which are accepted will be evaluated in accordance with applicable laboratory testing and/or field evaluation criteria designed to provide a true test of products stated characteristics and application. Such criteria shall be determined by Caltrans staff.
3. The evaluation of a product is not a commitment by Caltrans to purchase, recommend, or specify the product, regardless of performance.
4. For some products, the manufacturer will be required to provide installation, be present for installation, and/or to lend assistance to those involved with the installation. The manufacturer may also be required to provide materials and equipment required for the installation.
5. Caltrans will prepare a summary report upon completion of a suitable evaluation period. This period will be one, which, in the view of the evaluating staff, provides adequate product exposure to its functional environment.
6. Data resulting from evaluations is considered public information and will not be considered privileged. As authorized by the signature below, all information developed during this product evaluation may be released by Caltrans.
7. The submitter agrees to accept the return of any products or samples, for disposal, after the completion of the evaluation.
8. Product evaluations require commitments of time and resources by Caltrans. Therefore, it is the applicant's responsibility to comply with the policy stated herein in order for Caltrans to administer requests uniformly and impartially. Deviations from this policy may cause delay or rejection of request.

NEW PRODUCT SUBMITTAL FORM (Continued)

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SIGNATURE:

Submitted by (print name):

Title:

Signature:

Date:

If you have questions regarding the submittal of your product,
please contact the New Products Desk at:
New_Products@dot.ca.gov or (916) 227-7073.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.
