Purpose
To allow vendors, suppliers, and contractors an avenue to have their products considered for use in UDOT projects. To document product evaluation through research field performance testing as an experimental feature.

Policy
To establish and place responsibility for conducting experimental feature projects and/or the evaluation of new products. This evaluation process includes the establishment of lines of authority, preparing proposals or work plans, evaluation techniques, preparation of necessary reports, documents, and implementation.

The experimental feature or new product may be either a material process, method, equipment item, traffic operation device, etc., that has a potential value to the Utah Department of Transportation.
Responsibility: Engineer or other Interested Individual (Instigator)

Actions

1. Meets with Development Engineer to discuss a proposed experimental feature.

Responsibility: Development Engineer

2. Reviews the proposed experimental feature with the Research Program Manager and Engineer for Research and Development.

3. Reviews the proposed experimental feature with the FHWA Research & Technology Transfer Engineer for:

   (a) Compliance with FHWA procedures,

   (b) Information the FHWA engineer or the engineer’s office may have that would be of assistance in the project, particularly data that may be available from federal or state agencies, and

   (c) Obtaining FHWA concurrence for the project.

4. Informs the instigator as to acceptance or rejection of the proposed study.

5. Upon acceptance of the established need as an experimental feature, categorizes and assigns a Principal Investigator in conjunction with the instigator’s recommendations.

Responsibility: Principal Investigator

6. Prepares and submits work plan to Development Engineer in accordance with guidelines available at the Research Section Development Unit.

Responsibility: Development Engineer

7. Reviews work plan with sponsor for completeness and obtains necessary authorizations.

8. Returns work plan to Principal Investigator and coordinates the steps as outlined in the work plan.
Responsibility: Principal Investigator

9. Prepares other documents as necessary in cooperation with the Conducting Division or Region.

10. Assigns duties to the Secondary Investigator.

Responsibility: Conducting Division or Region

11. Works with the Secondary Investigator for construction procedures, etc.

Responsibility: Secondary Investigator

12. Builds, install, monitors, etc., the feature.

Responsibility: Principal Investigator

13. Evaluates, prepares, and submits the required reports to the Development Engineer for review before interim and/or final reports are published.

Responsibility: Development Engineer

14. Reviews interim and/or final reports and recommendations. Submits copies to Research Program Manager for final review prior to publishing.

Responsibility: Research Program Manager

15. Reviews interim and/or final reports and recommendations prior to publishing. Submits edits to Development Engineer.

Responsibility: Development Engineer

16. Coordinates final edits with Principal Investigator and publishes interim and/or final reports and recommendations.
Responsibility:  Product Manufacturer or Representative

Actions

1. Meets with potential users of the product.

Responsibility:  Product Manufacturer Representative or Potential User

2. Refers product manufacturer with recommendations to the Development Unit for evaluation.

Responsibility:  Product Manufacturer or Representative

3. Meets with Development Unit to discuss product. Representative will be informed that Product Evaluation Form R-52 must be completed and returned to the Development Unit before any action or testing takes place.

Responsibility:  Research Specialist

4. Reviews completed Form R-52 to accomplish the following:

   (a) To point out the merits of the product with primary and alternative uses if any.

   (b) To familiarize the Development Unit with the product in general.

   (c) To enable the Development Unit to collect questions and submit them to the manufacturer for consideration prior to a formal meeting or demonstration.

   (d) To aid in the appointment of the best qualified methods, persons, and/or divisions to evaluate the product.

   (e) To make sure vendor has adequate independent test data to substantiate his claim.

   (f) If the product has been used by other states, check with that state concerning the work and performance of the product.
5. Informs the product representative as to the status of the products analysis in regards to acceptance, rejection, or that further analysis is warranted before specified conclusions can be ascertained. If none of the previous apply then the analysis will be filed for informational purposes only for possible review or consideration at a later time.

6. Assigns Principal and Secondary Investigators to be in charge of all engineering analysis for procedures used in product evaluation.

**Responsibility:** Principal Investigator

7. If necessary will meet with the product representatives to discuss the product and its application.

8. Initiates, conducts, and documents product evaluation; then meets with Research Specialist and Development Engineer to discuss results.

9. Completes final reporting for experimental features and provides research recommendation and implementation plan.
Responsibility: Development Engineer

Actions

1. Submits the results of the experimental feature or new product, with recommendations in the proper format, to the New Products Evaluation Panel.

2. Directs the preparation of experimental results in useable form for final implementation as specifications, standards, procedures, etc., and transmits to the Standards Committee.

Responsibility: Standards Committee

3. Approves and adopts results as a standard operating practice, specification, standards, procedures, etc.