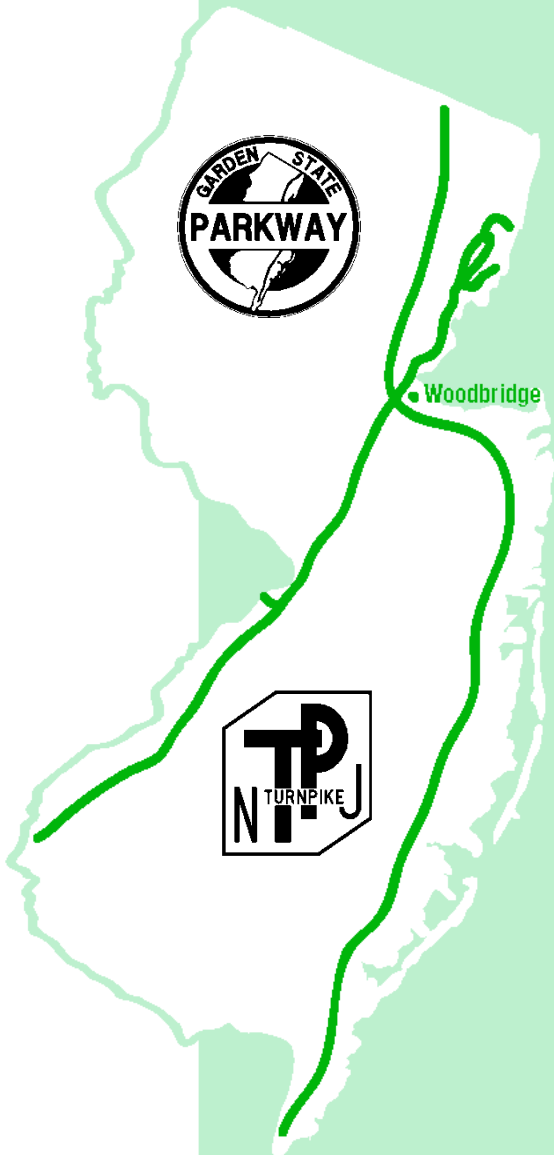


NEW JERSEY TURNPIKE AUTHORITY



QUALIFIED PRODUCTS LIST (QPL) MANUAL

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Appendix – QPL Process Map

I. OVERVIEW

Coinciding with the release of the 2016 Standard Specifications, the New Jersey Turnpike Authority (“Authority”) developed a Qualified Products List (“QPL”) which centralizes all products which may potentially be proposed for use on Authority construction contracts and organizes them according to their Specification Section and Subsection. As a result, product brand names, model numbers, manufacturer and supplier contact information, and other specific product data – all which would have previously been found directly in the Specifications - was moved to the QPL. The qualification criteria, i.e. material and performance specifications, for all products remained within the Specifications.

Developing the QPL assisted the Authority in providing a dynamic and up-to-date list of products to the contracting and engineering community, and in allowing manufacturers and suppliers to submit their products through a streamlined approval system. It also eased administrative burdens in updating product information.

This manual defines the Authority’s policies and procedures for the QPL.

II. REVISION SUMMARY

The following table provides a summary of revisions:

Revision	Date	Summary
0	9/2/2016	Original document.
1	8/30/2017	Clarified Subsections V.A. and V.C. Re-formatted document.

III. DEFINITIONS

Refer to Paragraph 101.02(B) of the Specifications for a list of Authority terms.

The following terms are used in this manual:

- Product Type – A category under which the product falls. Corresponds to the Specification Subsection.
- QPL Manager – A role held by the Authority that coordinates QPL submittals.
- QPL Consultant – A role held by an Authority consultant that performs review of QPL submittals.
- Qualification Criteria – Consists of material specifications, performance specifications, testing requirements, and/or Authority procedures for evaluating that particular category. It may also indicate whether or not approved equals or substitutes are allowed.
- Technical Committee – A team assigned to a QPL submittal to perform a technical review.

IV. THE QPL

A. NAVIGATING THE QPL

The QPL is located on the Authority’s construction management website, [CAPEX](#).

(As a convenience to non-CapEx users, the QPL will also be posted to the [AUTHORITY WEBSITE](#) on a quarterly basis. Note that this version will not be the most up-to-date.)

Instructions on registering in CapEx can be found in the CapEx User Manual posted here: [HTTP://WWW.STATE.NJ.US/TURNPIKE/CONSTRUCTION.HTML](http://www.state.nj.us/turnpike/construction.html).

Qualified Products List (QPL)

Filter

Manufacturer All My Company This Company 3C Drilling

Supplier All My Company

Product Type

Product Name

Status Created Submitted Returned Preliminary Review Completed Rejected Approved Expired

Qualified Product List [Create](#)

Show/Hide Columns Keyword Filter: Show 10 Records Showing 1 to 3 of 3 Records

Product Type	Product Type Description	Product Name	Manufacturer	Submission Date	Submitted By	Approval Date	Expiration Date	Status
1.905.20	Epoxy Injection Systems	Termarust	Moosie I	04-01-2015	Moosie I	05-22-2015	05-22-2020	Approved
		Armorquard Gate	Moosie I	03-09-2015	Moosie I	03-09-2015	03-09-2017	Approved
		Quakewrap	Agate Construction Co., Inc.	03-09-2015	Agate Construction Co., Inc.	03-13-2015		Approved

Copy CSV Excel PDF Print Showing 1 to 3 of 3 Records

Figure 1

Once logged in, all users can access the QPL by clicking on the Administration tab and then on “Qualified Products List (QPL)”. See Figure 1.

From this webpage, several filtering options can be applied in order to shorten the complete QPL. You can also type in a string of characters into the Keyword Filter which searches through all fields shown. By default, all products in the Approved status are displayed.

Click on a Product Name to access that product’s information. See Figure 2 and Figure 3.

QPL Product

Product Submission

Product Name: Termarust Status: Approved
 Product Description: Prevents rusting.
 Product Ownership: Proprietary
 Manufacturer: Moosie I
 Product Website: *Not Available* Expiration Date: 05-22-2020
 Year Placed on Market: 2011

Suppliers	
Company Name	
<u>Agate Construction Co., Inc.</u>	
<u>Moosie I</u>	

Product Type	
Name	Description
905.20	Epoxy Injection Systems.

Meets Requirements of the Following Organization	
Organization	Specification
NJTA	918.01

Performance Record									
Project Name	Agency	Reference Name and Contact Information							
		Name	Employer	Phone	Email	Address	City	State	Zip
Newark Bay Bridge (T100.034)	NJTA	Shawn Kelly	A&W	5555555	skelly@aw.com	5 main st	woodbridge	NJ	08902

Figure 2

Document Management [Enable Flat View](#)

Termarust 0 Documents

Name	Actions	Locked By	Revision	Size	Revision Date
Additional Information Documents					04-01-2015 12:57:30 PM CDT
Other Agencies Documents					04-01-2015 12:57:30 PM CDT

Comments

Log 0 Record(s)

Commented On	Commented By	Comment
No Records Found		

Workflow History

Responded On	Role	Action	Comment
04-01-2015 01:35:25 PM CDT	System Administrator/Vendor Administrator	Submitted	
04-02-2015 08:11:28 AM CDT	QPL Consultant	Submitted	
04-02-2015 08:12:22 AM CDT	QPL Manager	Preliminary Review Completed	
05-22-2015 02:51:37 PM CDT	QPL Manager	Approved	

Figure 3

1. Product Submission

The Product Submission area displays basic information about the product. A vendor may request the Authority to update some Product Submission data without having to re-submit a new application, i.e. the Product Name was re-branded to a different name. The Authority will not honor requests to add or modify data in the testing requirements or performance record tables; the vendor will be responsible for updating this data upon their next renewal or resubmittal. See [RENEWALS](#) and [RESUBMITTALS](#).

2. Document Management

The Document Management area contains documents provided during the product submittal, which may include MSDS sheets, independent lab test results, testing by other agencies/organizations, and product literature such as brochures and ordering information.

3. Comments

The Comments area displays progress comments made during product evaluation.

4. Workflow History

The Workflow History area displays a timeline of the product’s evaluation status. This data acts as an audit trail during evaluation and cannot be updated.

B. PRODUCT STATUS

These statuses are only viewable by the associated manufacturer/supplier(s):

- Created – A vendor has begun a product application but it has not been submitted.
- Submitted – The product is under the preliminary review.
- Returned – The product is under review and is awaiting additional information from the vendor.
- Preliminary Review Completed – The product is in technical review, which may involve field testing.

These statuses are viewable by all CapEx users:

- Approved – The product may be used on Authority contracts. See QPL & Contract.
- Rejected – The product submittal did not pass Authority evaluation. It must be re-submitted after meeting requirements found under [RESUBMITTALS](#).
- Expired – The product was previously approved and is awaiting resubmittal. A certificate of compliance, per Specifications Subsection 105.04, is required to use products in this status.
- Disapproved – The product is not allowed to be used under any circumstances.
- Discontinued – The product is no longer available.

C. QPL & CONTRACT

The contract documents ultimately govern which products on the QPL can be used during construction. Simply appearing on the QPL does not mean a product can be used on every Authority contract. In addition, every product used during construction will not necessarily be found on the QPL. Refer to Specification Section 105 – Control of Materials – for more information.

Products on the QPL are categorized into Product Types, which correspond to the Specification Subsection within Division 900 – Materials. Note that there are some exceptions while the Authority aligns all Product Types within Division 900:

- Some Product Types may refer to other Specification Divisions, Paragraphs, or Subparagraphs.
- Some Product Types may refer to Standard Drawings.
- Some Division 900 Subsections do not correspond directly to a product.

Specifications Division 900 acts as the index for all Product Types, and contains any corresponding qualification criteria.

Specifications Division 900 is referenced throughout the contract documents and such references act as a link between the specified work and the Product Types associated with that work.

One must review the contract documents, including the Standard Specifications and the contract's Supplementary Specifications, in order to determine if a product can be used in the contract.

Unless otherwise noted in the contract documents, the manufacturer's recommendations for preparation, application, usage, and shelf life will be followed for any approved product.

D. NEW QUALIFICATION CRITERIA

There may be cases where qualification criteria are not provided in Division 900 of the Specifications, and only a reference to the QPL is provided. In addition, criteria will not be found for new products or technologies that have never been used or evaluated. Product submittals will still be accepted for evaluation in such cases. During preliminary review for new products or technologies, the Authority will recommend further review and testing if the product or technology exhibits:

- applicability to existing or past Authority construction projects,
- value for the Authority in terms of cost, time, performance, and/or safety,
- meeting the standards of nationally-recognized testing organizations,
- a satisfactory performance record with similar transportation agencies.

Such product submittals must be accompanied by a memo that summarizes how the new product or technology satisfies the points above. During preliminary review, the Authority may request a technical presentation of the product or technology. If the submittal is rejected, re-submittals will not be accepted unless significant or measurable improvements have been made to the product or technology in order to satisfy the points above. If the submittal is accepted, it will be evaluated as any other product wherein qualification criteria do not yet exist in Division 900.

The Authority's development of qualification criteria will be based on a number of factors including but not limited to:

- other transportation agencies' criteria for the same product type,
- performance metrics and laboratory tests that were passed by approved products under the same product type,
- recommendations of nationally-recognized professional and standardization organizations.

When qualification criteria of an existing Product Type is updated via a Document Change Announcement (DCA) in the Standard Supplementary Specifications, approved products for such Product Type will still be allowed for use for 6 months from the date of the DCA. An application must be re-submitted to evaluate the product under the new qualification criteria. Application re-submittals for rejected products for such Product Type will only be considered under certain circumstances. See [RESUBMITTALS](#).

E. GENERIC & PROPRIETARY PRODUCTS

The QPL is made up of both generic and proprietary products, which identifies product ownership.

Generic products are those that do not have a brand name or model number. Essentially, they are not proprietary and typically consist of a list of available suppliers. Examples include:

- 902 – *Aggregates*
- 903 – *Hot Mix Asphalt (HMA), i.e. approved plants*
- 905.05 – *Portland Cement Concrete, i.e. approved plants*

Proprietary products have a sole manufacturer and may have either a brand name, model number, or both. Examples include:

- 906.04 *Latex Emulsion Admixtures*
 - *Tylac 97-314 (Reichhold Chemicals, Inc.)*
 - *Styrofan 1186 (BASF Corporation)*
- 918.31 *CCTV Camera*
 - *300 Series (Bosch)*

F. BUILDING PRODUCTS

The QPL does not list building products, which would be specified within the contract under CSI (Construction Specifications Institute) formatting. Building product submittals will not be evaluated by the Authority.

G. APPROVED EQUALS & SUBSTITUTES

Refer to Subsection 105.11 of the Specifications for how the Authority defines approved equals and substitutes.

V. SUBMITTAL & APPROVAL PROCEDURES

All product submittals must be completed according to the following instructions. Incomplete submittals will be returned for more information or not be considered for evaluation. The product must be fully developed and commercially available. Use of the product must be directly related to use on Authority facilities.

Timelines for approval vary based on product type and Authority workload. The Authority will not guarantee that a product gets approved in time for a certain construction contract or specific date. Vendors, contractors, nor engineers should assume that a submitted product will be approved for use in construction.

The user completing the submittal must be either the Manufacturer or a Supplier of the product.

- Register in CapEx

If not yet registered as a user, go to [CAPEX](#) and “Click here to register”. Follow the prompts.

- Verify Vendor Administrator(s)

Vendor Administrators have the ability to update Vendor Profile information and verify new users that register under the company.

- If you are the first user to register the company:
You are automatically a Vendor Administrator.
- If your Vendor Administrator(s) have left the company:
Contact CapExHelp@turnpike.state.nj.us to request becoming a Vendor Administrator.
- If you are a Vendor Administrator and wish to make another user at your company a Vendor Administrator:
Go to the Administration tab → Manage My Users.
If “Account Access is Disabled?” says Yes, click Edit to change it to No, and click Save.
At the User Profile page, click the Groups tab, click Edit, click the checkbox next to Vendor Administrator and click Save.
- Update Vendor Profile
Go to the Administration tab → Manage My Vendor Profile.
 - Verify Manufacturer and/or Supplier Status
At this page, verify that the Profile Type has Manufacturer and/or Supplier checked. Click Save. A CapEx vendor must be registered as a Manufacturer or Supplier in order to submit a product application.
 - Verify Contact Information
Update contact information as necessary. Click Save.
 - Change Company Name
Contact CapExHelp@turnpike.state.nj.us to request a company name change. Such request must come from an existing Vendor Administrator.

Refer to the Appendix of this Manual for the following procedures:

A. PRELIMINARY REVIEW

1. Submit Application (Vendor)

From the Manage QPL Submissions page, click the Create link next to Qualified Product List. This will bring you to the Create QPL Product Submission page.

Enter the following:

- **Product Name** – This matches the name under which it is sold on the market. Note that this field is constrained to 50 characters; if the Product Name is cut off due to this constraint, duplicate the Product Name in the Product Description field.
- **Product Description** – This is a brief summary of the product’s functional purpose(s), material composition, and installation or use.

- **Product Ownership** – This is either Proprietary or Generic. See [GENERIC & PROPRIETARY PRODUCTS](#).
- **Manufacturer** – Enter the Manufacturer’s company name. If the company name does not match any existing Manufacturers, you will get an error message. The Manufacturer must have a CapEx Vendor Profile and have the Manufacturer Profile Type selected. See [REGISTERING AND MAINTAINING THE CAPEX VENDOR PROFILE](#).

If the product is proprietary, selecting the manufacturer is required. Generic products, such as coarse and fine aggregates, only require the Supplier (i.e. producer or quarry) to be selected at a later step.

- **Product Website** – This is an optional field, but is recommended to assist submittal review and Contractor procurement.
- **Year Placed on Market** – When was the product made available for use?

Click Create. You are brought to the QPL Product page. Click the Edit link next to the following:

- **Product Submission** – Revise any information that was initially entered. (Click the Delete link next to Product Submission to delete a submittal that is in the “Created” status.)
- **Suppliers** – Enter the Vendor Name of the supplier. Use the add or delete row buttons to add or delete suppliers as necessary. The supplier’s Vendor Profile must have Supplier selected as a Profile Type. If the product’s supplier is not yet registered in CapEx, then the manufacturer must ask the supplier to do so. See [REGISTERING AND MAINTAINING THE CAPEX VENDOR PROFILE](#). In some cases, the manufacturer is also the supplier.
- **Product Type** – Select the category or categories under which the product falls.

If the product being submitted does not fall under an existing Product Type, it will be evaluated as a new Product Type. Choose Section 999 – Uncategorized, Product Type 999.01 – New Product Type. See [NEW QUALIFICATION CRITERIA](#). It will be assigned to a new number during product evaluation.

After entering all of the above fields, click Create. This will bring you to the QPL Product page.

- **Meets Requirements of the Following Organization** –

Organization may be either a transportation agency like NJDOT or standards organization like ASTM. Only list transportation agencies for which the product has been allowed for use. Do not list agencies for which the product is still under evaluation for use.

Specification is either the transportation agency's Standard Specification location, or the standards organization's specification or testing method.

- **Performance Record –**

Project Name – List the full name of the project along with the associated contract or project number.

- Agency – List the abbreviated agency name, e.g.
- NJTA for New Jersey Turnpike Authority
- NJDOT for New Jersey Department of Transportation
- PANYNJ for Port Authority of New York and New Jersey
- PTC for Pennsylvania Turnpike Commission
- NYST for New York State Thruway

Reference Name and Contact Information – This is the contact information for the resident or construction management engineer. If this is not available, then enter information for the agency representative.

Note that during evaluation, the Authority values prior approval or satisfactory use with other agencies in the northeast U.S. region, like NJDOT, PANYNJ, PTC, and NYST. This should be considered when completing the Meets Requirements and Performance Record portions of the submittal.

- **Document Management –**

- Additional Information Documents – Upload documents relevant to evaluation of the product. This may include MSDS, testing lab reports, product brochures and ordering information/forms.
- Other Agencies Documents – Upload documents relevant to approval under other agencies. Documentation can be updated during product evaluation, but not afterwards. Vendors will be notified if and when product samples are required. Do not send product samples to the Authority if not solicited.

- **Workflow –**

Enter any additional comments here.

Click Submit.

QPL Consultant and NJTA QPL Manager are notified via e-mail.

2. **Perform Preliminary Review (QPL Consultant)**

The preliminary review involves verifying that the product submittal is complete, in that all field information is entered properly and that the product meets Authority specifications based on documentation submitted by the vendor.

3. **Respond to RFIs (Vendor)**

The QPL Consultant may request the vendor to supply more information. This will be done informally via e-mail or over the phone. Formally, additional documents or comments may be posted in CapEx.

4. **Submit Preliminary Recommendation (QPL Consultant)**

a. **If additional information is required from the Vendor:**

On the QPL Product page, in the Comment field under Workflow, summarize the fields that need to be completed or revised, and specify what is missing.

Click Return. Refer to [SUBMIT APPLICATION](#).

Vendor is notified via e-mail.

Make a follow-up phone call to the Vendor in case there are details that were not included in the Comment field.

b. **If product is to be approved for technical review, or rejected:**

On the QPL Product page, click Edit Evaluation next to Product Evaluation. Select Approve or Reject. Click Save.

Under Workflow, enter Comment as necessary. Click Submit. Go to [REVIEW PRELIMINARY RECOMMENDATION](#).

NJTA QPL Manager is notified via e-mail.

5. **Review Preliminary Recommendation (NJTA QPL Manager)**

QPL Manager reviews the product submittal, and has three options:

- Return – the submittal is returned for further review by the QPL Consultant. Return to Step 2.
- Reject – the recommendation to reject is accepted.

QPL Consultant and Vendor are notified via e-mail.

- Accept – the recommendation to evaluate the product for technical review is accepted. Go to Step B.1.

B. TECHNICAL REVIEW

1. Assign Technical Committee (NJTA QPL Manager)

Following internal coordination, NJTA QPL Manager assigns users to the technical review committee in CapEx. These users have access to all submittal documents.

QPL Technical Committee is notified via e-mail.

2. Perform Technical Review (QPL Technical Committee)

QPL Consultant and Vendor are notified via e-mail of the approval. The technical review may include but is not limited to the following:

- Thorough investigation of material properties and performance as measured against the criteria found in Specifications Division 900.
- Meetings/discussions with manufacturers, suppliers, and installers.
- Meetings/discussions with other agencies/owners who have used the products to determine if successful. Items considered include duration of installation; location of installation (weather, traffic loading); current condition; lessons learned during construction; cost.
- Meetings/discussions with contractors or engineers involved with the construction or inspection of construction.
- Review of plans and specifications that were used during construction.
- Review of bridge inspection or other reports addressing progression of condition changes (performance).
- Field inspection of material at numerous sites including non-destructive and destructive testing. Photographic documentation.
- Development of recommendation reports by Authority representatives which summarize the items above.

3. Relay Technical RFIs (QPL Consultant)

QPL Consultant relays the technical committee's RFIs to the vendor.

4. Respond to RFIs (Vendor)

This will be done informally via e-mail or over the phone. Additional documents or comments may be posted in CapEx.

5. Assign Field Test? (QPL Technical Committee)

Following internal coordination, the QPL Technical Committee will decide if a field test needs to be assigned.

If yes, go to Step 6.

If no, go to Step 10.

6. **Assign Field Test (NJTA QPL Manager)**

Details are entered as to what project (if applicable), when and where the field test will be performed.

QPL Consultant and Vendor are notified via e-mail.

7. **Coordinate Field Test & Relay Progress (QPL Consultant)**

Field test progress updates will be relayed by the QPL Consultant. The field test may include but is not limited to the following:

- Trial installation performed off Authority roadways.
- If trial installation is successful, then product is installed on Authority roadways under typical construction contract(s).
- These trial installations are constructed using specifications prepared by the Authority's representatives, in consultation with the manufacturer/supplier, under construction supervision of Authority representatives, as well as under the direct supervision of the material supplier/manufacturers' representatives.
- Monitoring of the performance of the material for a specified period.

The use of a product in the course of a field test will not constitute an endorsement by the Authority nor does it imply a commitment to purchase, recommend, or specify the product in the future.

Vendor, NJTA QPL Manager, and QPL Technical Committee are notified via e-mail.

8. **Review and Submit Field Test Results (QPL Consultant)**

QPL Consultant compiles a report based on findings, and submits recommendation to the QPL Technical Committee.

9. **Conclude Field Test (QPL Technical Committee)**

Following internal coordination, QPL Technical Committee decides:

The field test is inconclusive. Return to Step 11.

The field test is conclusive. Go to Step 15.

10. **Approve/Reject Product (NJTA QPL Manager)**

Based on recommendation, approval or rejection is selected in CapEx.

Vendor, QPL Consultant, and QPL Technical Committee are notified via e-mail.

C. MODIFYING SUPPLIERS TO AN APPROVED PRODUCT

When viewing an approved product from the QPL Product page, click on Add Supplier next to Suppliers. Type in the name of the Supplier(s) and submit. If the name of the Supplier does not show up, refer to [ERROR! REFERENCE SOURCE NOT FOUND.](#) This information will be verified by the QPL Consultant and approved by the QPL Manager.

D. SCHEDULED NOTIFICATIONS

Vendors will be notified annually to keep contact and product information up-to-date in their vendor profile. They will also be notified 1 year in advance, and 6 months in advance, of product expiration.

E. RENEWALS

A product expires from the QPL after 5 years. The renewal process will typically be an abbreviated version of the Product Submittal procedures.

F. RESUBMITTALS

Products that have expired may be re-submitted at any time for re-evaluation. All data that was entered upon the previous submittal will be saved. Products that are approved but have had their qualification criteria updated may be re-submitted any time after the update. See [NEW QUALIFICATION CRITERIA](#). Products that are rejected will not be re-evaluated by the Authority unless:

- It can be proven that the product has been significantly improved.
- The Authority qualification criteria were changed to a less restrictive standard.

