

Submittal Procedure for New Sign Sheeting Qualification

This procedure involves several steps to qualify a retroreflective sign sheeting for inclusion on the Minnesota Department of Transportation's (Mn/DOT's) Qualified Products List (QPL).

Reflective Sign Sheeting Specification

The product must comply with the requirements of Mn/DOT's Reflective Sign Sheeting Specification found online at <http://www.dot.state.mn.us/products/index.html> . References are made to ASTM D 4956, available through the American Society for Testing and Materials.

New Product Evaluation Application and Certificate of Compliance

We require the submittal of a New Product Application and Certificate of Compliance, found online at <http://www.dot.state.mn.us/products/index.html> . Attach to these documents any relevant information about the product. In addition, a list shall be provided of other governmental agencies, with the names and phone numbers of contact persons, currently using the product. Unresolved issues with other users of the product will delay, and possibly stop, the qualification process.

Letter of Understanding

To make certain the manufacturer is aware of all that is required by Mn/DOT, a Letter of Understanding shall be provided by the manufacturer. This letter shall contain:

- A description, in writing, of an in-place quality control program.
- A demonstration of manufacturing capability: How long has this product been manufactured, and how much has been manufactured in each of the last two years.
- Describe how you respond to problems concerning fabrication and failure of signs already installed on the roadway. Provide name(s) and phone number(s) of technical expert(s) who will deal with problems.
- A statement agreeing to the warranty provisions which Mn/DOT requires in its Reflective Sign Sheeting Specification. If not a sole source for all components, the manufacturer will be required to stand behind all components to the same extent as with its submitted sign sheeting. All inks, overlay films, and any other recommended materials needed for fabrication will be purchased through, or with the consent of, the sign sheeting manufacturer. Should problems arise, the sign sheeting manufacturer shall be held accountable for all product failure not related to end user errors.

NTPEP Testing

Mn/DOT subscribes to the National Transportation Product Evaluation Program (NTPEP). The product shall be submitted to NTPEP for testing. Access is available online at <http://www.ntpep.org/> . Any inks or overlay sheeting used with the product must also be submitted for testing. Final approval and inclusion on Mn/DOT's QPL will not be considered until the current ASTM D 4956 outdoor weathering schedule, 6-36 months dependent on sheeting type, has been successfully completed through NTPEP.

Provisional Approval and In Field Evaluation

Provisional Approval will be granted only if Mn/DOT has received and is satisfied with the New Product Evaluation, the Certificate of Compliance, the Letter of Understanding, and the applicant has submitted their product to NTPEP for testing. Mn/DOT grants Provisional Approval to allow for an in field evaluation. The applicant will receive a letter setting forth the stipulations which must be complied with to get their product on the roadside.

Qualified Product Status

The final approval of the product will be granted at the successful conclusion of the minimum time requirements of the current ASTM D 4956 procedure and Mn/DOT's satisfaction with the field evaluation. A letter will be sent to the applicant informing them and the product will be added to Mn/DOT's Approved Product List. If approval is denied at any time during the evaluation, the applicant will be notified, in writing, with reasons given for the denial.

Occasional premature failure of a product is always a possibility. Consistent premature failure may result in removal from the APL. Failure of the manufacturer or its representatives to honor warranties or provide adequate service, as determined by Mn/DOT, will result in APL removal.