

# DEPUTY DIRECTIVE

Number: DD-45

Refer to  
Director's Policy: 02-Ethics  
09-New Technology  
Implementation

Effective Date: 7-14-95

Supersedes: New

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Title: New Product Evaluation

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## POLICY

Caltrans ensures the objective, impartial and consistent evaluation of new products for use in the construction, maintenance and operation of the State's transportation system. All new products are evaluated on the basis of need; performance; cost-competitiveness; and compliance with health, safety and environmental regulations.

## BACKGROUND

In 1993, an audit of the Department's new product evaluation process was conducted. It was found that many of the Department's policies and practices regarding the introduction of new products were informal and not well documented. This resulted in some decisions to introduce or reject new products which were not supported by evidence. This Directive formalizes Caltrans' policy governing the evaluation of new products.

## DEFINITIONS

New Products - are defined as fully developed and marketable products for use in the construction, maintenance and operation of the State's transportation system that have not been previously evaluated by Caltrans and are not covered by existing Caltrans specifications.

Evaluation - is defined as a comprehensive process that includes an assessment of need, cost-benefit, performance, and conformance with health, safety and environmental regulations.

Lead Corporate Program - is defined as the Corporate Program ultimately responsible for implementation of a new product.

## RESPONSIBILITIES

### The Director, Engineering Service Center:

- Appoints a New Product Coordinator responsible for the overall coordination of all new product evaluations.
- Ensures that staff of the Engineering Service Center (ESC) provide the lead corporate programs with technical expertise, testing and field inspection support, and assistance in amending or developing specifications, guidelines and other Caltrans standards and procedures that are required to enable the use of new products.

### The New Product Coordinator:

- Coordinates the initial assessment of new product approval requests and assigns requests to appropriate lead Corporate Programs for evaluation.

- Establishes new product evaluation procedures, including an appeals process.
- Maintains a list of approved and disapproved products, and a file containing evaluation records.

The Lead Corporate Program Manager:

- Involves the appropriate individuals in the fair and impartial evaluation of new products, resulting in a written approval or rejection sent to the New Product Coordinator.
- Removes barriers to the use of approved new products by updating specifications and standards and notifying Districts of product availability.

District Directors:

- Assist the lead corporate programs in conducting new product evaluations by assessing need, providing test sites and monitoring performance of the product being evaluated.
- Ensure that only those products evaluated and approved following Caltrans' policy and procedures are implemented and used in their respective Districts.

The Environmental Program Manager, in cooperation with the New Product Coordinator, ensures, as part of the initial assessment, that the conditions of use for new products are in compliance with applicable environmental rules and regulations.

The Chief, Office of Employee Safety and Health, in cooperation with the New Product Coordinator, ensures, as part of the initial assessment, that the conditions of use for new products are in compliance with applicable health and safety regulations.

Employees refer all initial contacts involving new products to the New Product Coordinator and conduct subsequent new product evaluations in accordance with applicable Caltrans policies and procedures.

**APPLICABILITY**

All Caltrans employees involved in the initial assessment and evaluation of new products.



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Distribution: B