User Guide Overview

NTPEP Geotextiles Source Verification Forms

❖ Key indicators prompting a framework to trace geotextile products:

1. **Complexity**: The exchange of products has a wide spectrum of combinations as they are produced, private labeled, and converted.
2. **Change**: Product redistribution and the status of active connections has a high frequency of change between two manufacturers and/or distributors.
3. **Content**: As industry attempts to provide this information to the states, it has prompted the use of a company’s internal formatting without a standardized template.

❖ Where NTPEP comes in:

One of the core values of the program lies in its unbiased, third party consolidation of product data for states and industry. As both programs and industries grow, NTPEP looks to adapt with periods of expansion by standardizing modes of content delivery.

These key indicators of **Complexity, Change, and Content** have been met with the creation of the NTPEP Geotextiles Source Verification Forms. NTPEP has coordinated alongside industry, testing labs, and states to standardize this communication. The result, a set of templates to process the documentation of who a company supplies to and how those receiving companies are using the product.

❖ What it means for States and Manufacturers:

**Manufacturers, Private Distributors, and/or Converters**: When a product is submitted in DataMine, and the product was acquired from another company, those letters of verification attached to the application will have standard templates. Companies who sold the product (this company is acting as a Source for another), will now have the ease of utilizing a precompiled template from NTPEP Geotextiles Source Verification Forms. *These forms are not intended to facilitate any legal agreement between two commercial entities. These forms are intended to provide an updated list to States, through NTPEP, as they can be referenced in a standard format.*

**States**: All submitted documents will be accessible in a structured file system on the NTPEP.org States Only site. With the standardized forms catalogued in a digital format, the new framework will lay a foundation to continuously streamline querying a product’s distribution and traceability.

❖ Next Steps:

After this overview, you will find step-by-step instructions guiding a company through submitting the list of products they supply to other companies.
THE FOLLOWING USER GUIDE IS MEANT TO WALK THE SOURCE MANUFACTURER THROUGH THE PROCESS OF SUBMITTING THEIR FIRST “NTPEP GEOTEXTILES SOURCE VERIFICATION” FORM. WHEN SUBMITTING PRODUCT APPLICATIONS IN DATAMINE, ALL SUPPLIER REFERENCES MUST INCLUDE A COPY OF THE FORM GENERATED BY NTPEP Geotextiles Source Verification Forms.

Step 1:
If you have not done so already, please ensure you have registered in DataMine. For additional details and guidance on registering with DataMine, please refer to the following PowerPoint:

Step 2:
When submitting product applications in DataMine, all supplier references must include a copy of the form generated by NTPEP Geotextiles Source Verification Forms.

- For Prime Sources—
  - Submit your Product and Facility Audit applications in DataMine.
  - Await application approval by NTPEP to ensure there is a current NTPEP number available for reference as the source.

- For Private Distributors and/or Converters (Supplying to another Commercial Entity) —
  - For any product you act as the supplier for, those requiring renewal in the current cycle must have product applications processed in DataMine with a new NTPEP# assigned. This NTPEP# will be used for reference as the source.

Example:
2013 NTPEP #’s are due for renewal, and applications are submitted and issued new NTPEP #’s in 2016. When filling out a form, the 2016 NTPEP #’s will be used to fill in the “Source” column.
Step 3:

- Let’s determine what kind of source you are, as reflected in the Web Form at NTPEP Geotextiles Source Verification Forms—

I am a:

- Prime Source
- Private Label Distributer
- Private Label Distributer / Converter
- Converter

What’s the difference between choosing Private Label Distributor, Private Label Distributer / Converter, and Converter?

**ANSWER:** Depending on the kind distributor you are, NTPEP understands the importance of correctly representing your status. Not to say you won’t consider converting a product in the future, but for the time being, it’s imperative to submit applications under the designation you have the capacity to perform a facility audit for.
Step 4:
➢ Now let’s determine what kind of a commercial entity you will be supplying to, and whether or not they will make physical changes to the product —

**Supplying product to a:**
- Private Label Distributer
- Private Label Distributer / Converter
- Converter

**Who will:**
- not do anything to the geotextile to change its AASHTO M288 properties relative to the properties of the material as received
- change one or more AASHTO M288 properties of the geotextile material received

❓ How do I obtain this information regarding the commercial entity I am supplying to?

**ANSWER:** To determine this, you will need to reach out to the company that will receive your product
The company I am supplying product to intends on performing a mixture of these choices that vary from product to product. How do I know which to choose from? Do I fill out multiple forms?

ANSWER:

NO, there will only be one form required that verifies the connection of products between two parties.

For **Supplying product to a:** select the option that is inclusive of all the receiving party’s intents.

- If they intend on being “Converter” for one or more products, then include “Converter” in the final selection.
- If they intend on being a “Private Label Distributor” for one or more products, then include “Private Label Distributor” in the final selection.

For **Who will:** select the option “change one or more AASHTO M288 properties of the geotextile material received” if the receiving party intends on performing this action on one or more products.
How will NTPEP reflect the differences amongst products and how the receiving parties have redistributed products going forward?

**ANSWER:** The receiving commercial entity will answer the questions below for all products during their annual audit. Audit Reports are located in DataMine for each facility.

- **Private Label?**
  - Yes
  - No

- **Converter?**
  - Yes
  - No

- **Converter Type? (only if "Converter" is "Yes")**
  - Private Label Distributer / Converter – Dimensions Change
  - Private Label Distributer / Converter – Dimensions Change / Relabeling & Rerolling
  - Private Label Distributer / Converter – Relabeling & Rerolling
  - Converter – New w/ Physical Property Changes / Relabeling & Rerolling
  - Converter – New w/ Physical Property Changes / Dimensions Change/ Relabeling & Rerolling
Step 5:
➢ Once ALL fields have been selected, proceed to download the form —

Download Form

? I selected the following options:

I am a: Prime Source
Supplying product to a: Private Label / Converter
Who will: change one or more AASHTO M288 properties of the geotextile material received

Why does the form reflect this header?

ANSWER: Any instance where a Private Label Distributor changes one or more AASHTO M288 properties of the geotextile material received, their audit requirements fall within the scope of a Converter. As the audit will be inclusive of their intention to change the physical properties of one or more products you supply, the precise designation by product will be found in DataMine.
Step 6:

- Some guidelines for filling out the downloaded form:
  - a. Ensure all fields are filled out
  - b. “Source Company” is a term found within applications that is in reference to the entity who is supplying the products listed in the rows below the “Signature” line.
  - c. “Verification Effective as of” is the date the connection between products goes into effect. The format for the date is “mm/dd/yyyy”
  - d. The “Signature” line allows for the Source Company to insert a signature with the option of using one saved on file, or inserting a digital signature.
    - i. Ensure the “Printed Name” field is filled out

  *****Example below is for reference only*****
RESUBMITTALS

- I want to revise the product(s) I supply to the receiving company. How do I update this?

**ANSWER:** Resubmit the form with the necessary revisions, and these changes will be processed in both the States Only directory and DataMine. If the removals are inclusive of all products, then there will be NO connections listed in the form.
Step 7:
Submitting the Application

- Below the Download Form button on the NTPEP Geotextiles Source Verification Forms site, you will find an email generator that prefills the subject & NTPEP recipients based on your selections from the dropdown.

1. When the email is generated, you have the option to insert the email address of the “Private Distributor” representative you may already have on record

   **Please note that NTPEP is not a facilitating party between two private entities, and therefore cannot coordinate contact information between the two. As a manufacturer, to acquire this information, it must be carried out by external means.**
POST-SUBMISSION:
The Private Distributor (company receiving product) Submits Products in DataMine

- You’ve sent a completed form to NTPEP and either provided the form to the company receiving your product within the same email, or done so separately. Now, the Private Distributor receiving your product will be able to submit those forms along with their product applications in DataMine

STATE USERS GUIDE:
NTPEP Files Source Verification Documents on the States Only NTPEP.org Site

- State Users will be able to access a directory housed in the States Only section of NTPEP.org
On the screen that follows, a State User will login to the SharePoint Site

- If you do not currently have a username and password as a State User, please click on “Register” below the login. It will redirect you to the following link:
  - To receive all correspondence from NTPEP’s [technical committee name], you will need to register for user credentials on AASHTO’s server (click on the link below). Please be sure to use your official work email – no personal emails, such as gmail/yahoo/hotmail/aol will be recognized – and complete or update all mandatory data fields. Please email ntpep@transportation.org when you have finished to add you to the membership roster.
Logging in will take a State User to the following SharePoint site landing page, where you will navigate to “GTX Sources”.

This quick link will load a directory page with a folder for every company currently submitting products to the NTPEP GTX Product Evaluation / Audit Program.
Each company folder will include the most current Source Verification forms for all companies they supply product to. Furthermore, the forms themselves will contain the details of product-to-product connection.

The filename formatting will separate the Source from the Receiving Company with a “ !! ”

The primary objective of these forms is to provide product traceability and verification on a manufacturer’s overall production capabilities. The use and distribution of a geotextile by the receiving entity may vary from product-to-product.

For individual product level detail, please refer to the Audit Report in DataMine (effective 2017 Audit Cycle). The receiving commercial entity will answer the questions below for all products during their annual audit.
FAQ

- **What is the difference between Physical and Non-Physical?**
  - Often you will see these descriptors found in the Source Verification form you download. “Physical” is a shortened reference used on the forms when referring to the following selection: “change one or more AASHTO M288 properties of the geotextile material received”

- **Why do some forms have the same sub-header for different combinations?**
  - Any instance where a Private Label Distributor changes one or more AASHTO M288 properties of the geotextile material received, their audit requirements fall within the scope of a Converter. As the audit will be inclusive of their intention to change the physical properties of one or more products you will supply for, the precise designation by product will be found in DataMine.

- **Why isn’t the receiving party’s NTPEP # available?**
  - For those that do NOT have a NTPEP # available, these products are completely new and going through the application process in DataMine for the first time. In this case, when referencing the receiving manufacturer’s product, using their Product Style # is appropriate.

- **The receiving party has an existing NTPEP #, but it does not reflect the current year. Should I use it?**
  - Products that already have a NTPEP # available were previously existing in the system and are either not due for reevaluation, or are applying in the current cycle. In these cases, you should use the NTPEP # falling within the last three years.

- **My manufacturer isn’t listed in the form, how can it be added?**
  - To have your manufacturer name added to the form, please contact vglick@aashto.org

- **There is a place for a signature, is this a legal document between myself (the source) and another commercial entity (receiver)?**
  - No, this verification is being provided to AASHTO/NTPEP with the agreement that any updates/changes to the document will be provided to AASHTO.

- **I am the receiving manufacturer, what do I do?**
  - Communication is key to ensuring the process goes smoothly. Providing your Source with the correct NTPEP numbers, Product Styles, and information on how you will be distributing and/or converting the product are keys to successfully submitting product applications.

- **I am no longer supplying a product(s) to the receiving company. How do I update this?**
  - Resubmit the form with the necessary revisions, and these changes will be processed in both the States Only directory and DataMine. If this is inclusive of all products, then there will be NO connections listed in the form.