

## **Introduction & Development of a New Product Category (Appendix B on the Information and Operations Guide)**

The NTPEP Program Manager will refer proposals for development of a New Product Category to the Product Implementation Task Force. The Task Force will be comprised of one representative from each of the four AASHTO regions (at a minimum). The members of the task force will be nominated by the member states from each of the regions and affirmed by the Executive Committee.

The Product Implementation Task Force consensus recommendation for consideration of proposals will be referred to the Executive Committee and placed on the EC agenda for review. All submissions must include the expected scope of the test project accompanied by a statement of expected benefits and estimated costs. Any available documentation indicating the need for the new test project by the AASHTO members should be included. Solicitation and review are described herein:

- a. Product Implementation Task Force shall solicit state members to nominate candidates for a new product category.
- b. State members shall provide any information regarding critical need and/or return on investment for each candidate submitted and indicate degree of willingness to participate in the development of the new product category.
- c. Upon receiving candidates to be added as a new product category, AASHTO staff shall survey member states to rank level of interest.
- d. Requests from industry received by AASHTO to consider additional new product categories will also be included in the survey.
- e. Survey shall include any information provided by state members related to critical need and/or return on investment.
- f. Product Implementation Task Force shall review results of survey and select potential new product categories for development.

Product Implementation Task Force, assisted by AASHTO staff, shall select an AASHTO state member to lead the task of determining the feasibility and need for the new product category. Responsibilities of this task leader shall be as follows:

- a. Form initial small task force of state members (typically this group will become the TC)
- b. Contact states to determine existing methods of qualification
- c. Determine type of evaluation to be proposed by NTPEP (audit, lab and/or field evaluation)
- d. Develop NTPEP draft work plan
- e. Obtain "short list" of potential state members capable and willing to perform evaluation(s) for NTPEP
- f. Determine approximate cost of evaluation(s) – lab and field
- g. Present proposal for the new product category to the Executive Committee with recommendations of the task group. This proposal should include the draft work plan, potential testing facilities (state, university or private) and estimated costs.
- h. Upon acceptance by the Executive Committee, the proposal shall be forwarded to the NTPEP chair for approval.

**Note:** Industry is encouraged to submit new product category requests at any time to the NTPEP Program Manager. These requests will be forwarded to the New Product Category Task Force review.