

New Product Approval Process

1. Scope

To provide an assessment of the suitability of a new product for procurement and use by Manitoba Infrastructure (MI). Manitoba Infrastructure may require updates, resubmission of this form, or further testing to maintain status of products.

2. Purpose

To establish a due diligence evaluation of products that are vendor promoted or MI solicited.

3. Assessment Criteria

The criteria will address the Manitoba's Sustainable Development Procurement Guidelines as follows:

1. Protecting Human Health and Well-Being
2. Promoting Environmentally Sustainable Economic Development
3. Conserving Resources
4. Conserving Energy
5. Promoting Pollution Prevention, Waste Reduction and Diversion
6. Evaluating Value, Performance and Need

In addition, the supplier shall comply with all Acts, statutes, bylaws, regulations or ordinances of the Local, Provincial or Federal Authorities pertaining to the product.

4. Submission

A completed Product Submission Form must accompany all new product submissions. Applicants must provide the requested information. Incomplete applications will be returned. A separate form must be completed for each new product submitted. MI may request additional information to complete the assessment.

5. Assessment Process

MI will evaluate the application for potential acceptance of the product for use on Department projects.

If the application is deemed acceptable, the product will be classified in one of two categories: Approved Products and Available Products.

Approved Product – Products recognized to be acceptable and may be used on MI projects provided that the products meet the Construction Specifications and/or Work. Products will be listed on the MI Approved Products List.

Available Product – Products that have been reviewed and appear to meet standard specifications but have not yet been used on MI projects. Products will be placed on the internal MI Product Availability List. Use of products on this list is at the discretion of the Department and requires prior written approval by the Department.

The manufacturer/supplier may be contacted to supply the product and any special equipment needed to install the product at a MI test site. All product samples submitted to MI for evaluation shall become the property of MI and will not be returned unless otherwise agreed to prior to evaluation. The manufacturer/supplier will be encouraged to oversee trial installations of the product.

Products that are rejected may not be resubmitted until a 2-year moratorium period has elapsed.

If the product/system is considered proprietary, submission of additional information will be required. This includes submission of all design notes and calculations for MI review; as well as reports on full scale test programs conducted and product repair procedures.

MI reserves the right to accept or reject any submission.

6. Contacts

For further information on the process, please contact:
Structures Research, Materials and Standards Engineer
Structures Design and Construction Branch
Phone: (204) 782-2762
Fax: (204) 945-4456

Product Submission Form

1) Applicant's Contact Information

Name and Title	
Company Name	
Phone	
Email	

2) Supplier Information

Supplier Name			
Address		City	
Province/State		Postal/Zip Code	
Contact			
Phone		Fax	
Email			

3) Manufacturer Information (if different than supplier)

Manufacturer Name			
Address		City	
Province/State		Postal/Zip Code	
Contact			
Phone		Fax	
Email			

4) Product Information

From the MI Approved Products List, identify a suitable category in which the product will be evaluated for acceptance or propose a related alternate category

Product Name	
Product Website	
Product Application Details (Discuss the intended purpose or use of product)	

Provide supporting information/materials/test results (i.e. data sheet, details on application/construction method, details of product trials or tests)
Provide links to online relevant product information

Is this product listed for approval or acceptance in other North American Transportation Agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details including documentation of approval, contact person(s) with email address and phone number

Has this product been evaluated for environmental impact? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, attach environmental studies



Is this product Workplace Hazardous Materials Information System (WHMIS) controlled?
 Yes No

If yes, attach MSDS (Note: MSDS must conform to WHMIS Standards)

Does this product meet the requirements of a recognized specification agency (i.e., ASTM, CSA, CGSB, AASHTO)? Yes No

If yes, state agency and specification number(s)

Provide independent supporting letter/reports confirming compliance to specification and/or successful testing results.

Is a product warranty provided? Yes No

If yes, attach warranty documentation

Estimated cost per unit:

Estimated cost per unit installed:

For the purpose of evaluation, would you be interested in providing this product at no charge for a trial installation? Yes No

Can a demonstration be provided (on installation methods or special equipment used) by the manufacturer or supplier? Yes No

Provide details on technical support available. Is there a local representative (either by manufacturer or supplier) that can provide product support, if required? Yes No

If yes, provide details.

Provide all other information that will assist in the appraisal of this product including documentation to support the Product's:

- Function
- Safety
- Environmental Acceptability
- Durability
- Life Cycle
- Performance History

Is this product considered a proprietary product/system? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following documentation:
<ul style="list-style-type: none"> ○ Design notes and calculations for MI to review and comment ○ Report on a full scale test program of the product. Report should include details on the fabrication, installation and data from instrumentation to monitor the performance under loading, if possible ○ Report on further research conducted with an institution to verify the performance of the new and innovative system under loading conditions, if there is a gap in understanding the in-service behaviour ○ Report on repair procedures that do not compromise the design behaviour and long term performance

Attachment Checklist (* indicates mandatory documents)

	Attached?
* Relevant supporting information/product literature/technical data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
* Test data (details of product trials or tests, lab and field reports)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Documentation of approval/acceptance from other DOT's	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Environmental Studies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
* MSDS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
* Independent supporting letter/reports confirming compliance to specifications and/or successful testing results	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
* Installation instructions (include pictures/drawings/videos)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Warranty Documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
* Additional information that will assist in the appraisal of this product including documentation to support the Product's Function, Safety, Environmental Acceptability, Durability, Life Cycle and Performance History	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Design notes and Reports for proprietary products/systems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

5) Submission

Submission form completed by (Name and Title)	
Date:	
I certify the information provided above is accurate and correct (initials)	

