

**New Jersey Department of Transportation  
CORRECTIVE ACTION NOTICE**

CAN No. CAN055

**QUALITY MANAGEMENT SERVICES**

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**Approved: B. Strizki**

**Date: April 26, 2002**

**Subject:** Use of Non-Standard Items

**Bureau(s) Affected:** All CPM Units  
Consultant Designers

**Description of Issue(s):**

In today's fast changing environment, design, construction and maintenance operations of highway facilities necessitate the use of specialized materials, proprietary products and various unique alternatives to maintain and improve services. The use of specialty items many times offers innovative approaches to highway construction projects and may even lead to faster construction schedules resulting in reduced congestion and delays to the motoring public.

In light of rapid technological changes, and as vendors, innovators, and engineers propose such items, responsible NJDOT units and Subject Matter Experts (SME) more than ever must thoroughly evaluate these products before acceptance to ensure that specific Department needs are met and cost benefits are realized.

**Corrective Action Plan:**

To ensure that only appropriate products are used, **no non-standard item shall be specified on any NJDOT project WITHOUT THE CONSENT OR APPROVAL OF the New Technologies & Products (NTP) Section of the Bureau of Quality Management Services.**

When appropriate, the NTP Section with the concurrence of the appropriate SME may utilize a project as a demonstration project for evaluation of a non-standard item. In order for a non-standard item to be specified for use on any NJDOT project, a request must first be submitted to the NTP Section of the Bureau of Quality Management Services. This request must include the specifications for the item and specific information as to how the item will be used. The NTP Section will be responsible for evaluating, approving, and developing the final specifications for the item in coordination with the appropriate SMEs.

NTP through its product evaluation procedure will determine if the product is appropriate for use as a standard on Department projects. The NTP Section is designated as the single point of contact to which vendors/originators are referred for new technology and product evaluations.

The responsibility of each unit to ensure that this directive is carried out shall be as follows:

- Designers (Consultant/In-House Production Unit)/Project Managers/Subject Matter Experts  
Submit a request for the use of non-standard items to the NTP Section. Designers are not to specify the use of non-standard items on projects that are currently under design or on any future projects unless approval has been received as stated above.

- Division Of Project Management/Division of Design Services

Project Managers/Quality Assurance Review Unit staff are responsible for ensuring that **ALL** non-standard items are used in accordance with the above.

The NTP section maintains a web site that can be accessed from the Capital Program Management home page. Contained in this site are the NTP section contacts, the NTP Evaluation Sheet, and the Approved Products List. It can be accessed by selecting "***Other Information***" then selecting "***New Technologies and Products Spreadsheet***" from the following CPM Home page link:

<http://www.state.nj.us/transportation/cpm/CapitalProgramManagement/>

Non-standard items will be tracked via NTP's database, which will contain specifications and product information.

This Corrective Action notice shall remain in effect indefinitely.

**Implementation: Immediately**

Superseded