

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF MATERIALS TECHNOLOGY
7450 Traffic Drive, Building #4
Hanover, MD 21076

**PROCEDURE FOR THE QUALIFICATION OF
FORM RELEASE COMPOUNDS**

The Maryland State Highway Administration (SHA) maintains a Qualified Products List (QPL) which includes qualified Form Release Compounds. Qualified Form Release Compounds shall conform to [Section 902.08](#) of SHA's Standard Specifications for Construction and Materials Manual.

If you are interested in having your product qualified, please visit [Maryland's Product Evaluation Listing \(MPEL\)](#) and then select VENDOR REGISTRATION to begin the process.

When your registration has been accepted, you will receive an email requesting you to submit the following information into MPEL:

1. MSDS, Material Data Sheet along with certified test results in accordance with specifications MSMT 503 and ASTM D2621.
2. A copy or original of an Infrared Spectrogram Analysis.

After the requested information is accepted, you will be required to submit the following:

- A one (1) quart sample of the compound

The sample should be representative of manufacturer's normal production. SHA limits qualification to three (3) products per manufacturer for this category.

All products approved are required to continue to meet the specifications mentioned above. Materials used on the basis of Certificates of Compliance may be sampled and tested after qualification using ASTM D2621. At any time your product is not in compliance with contract requirements or specifications, this material will be subject to rejection whether in place or not. Periodic samples of your product will be taken at the discretion of the administration to ensure quality assurance and quality control.

The Administration must be informed immediately of any changes in the composition of the product. After SHA has reviewed the changes, new sample(s) may be requested and submitted along with the aforementioned information.

Materials/Products representing revised formulations/standards of currently approved Qualified Products will not be accepted for testing within six (6) months of the most recent evaluation, unless requested by SHA.

Materials/Products evaluated and not accepted, are not eligible for resubmission within six (6) months of the most recent examinations, unless requested by the SHA.

Producers are required to recertify their products every 5 years in order to remain on SHA's QPL beginning June 2014. A cost reimbursement of \$150.00 will be applied for the Recertification process. Products approved within 36 months of the Recertification Date are exempt.

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MATERIAL TESTING AND EVALUATION

Dear Customer:

The Office of Materials Technology has a schedule of cost reimbursement for the testing and evaluation of materials to be placed on our Qualified Products List (QPL).

Your company has requested that the following material(s) be tested in accordance with **Section 902.08**. If approved, the product will be included in the QPL for that category, providing all criteria are met.

Your sample and related information (**Data Sheet, MSDS, quality control data, etc.**) may be forwarded to:

Office of Materials Technology
7450 Traffic Drive, Building #4
Hanover, MD 21076
ATTN: Mr. Rodney Wynn

A cost reimbursement of **\$326.15** will be applied for testing. No testing will begin until verification of payment is received by the State Highway Administration Cashier's Office.

Please complete the attached form and return it along with a Cashier's Check made payable to the Maryland State Highway Administration. These items should be mailed to the following address:

Cashier's Office
P.O. Box 1636
Baltimore, MD 21203

If you have any questions, please contact Rodney Wynn at 443-572-5043 or rwynn@sha.state.md.us

Sincerely,

Rodney C. Wynn, Team Leader
New Products and Research

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Cashier's Office
P.O. Box 1636
Baltimore, MD 21203

AW176M2G

Attention Cashier:

This cost reimbursement covers the processing and testing for the qualification of materials. Verification of payment is required before any testing will be performed. The Office of Materials Technology will do all testing. Please submit a copy of payment verification into MPEL.

*** Please include certified results for the tests listed below.**

MATERIAL Product Name (I.D.)

TESTS	METHOD
Infrared Spectrogram Analysis	ASTM D 2621
Concrete	MSMT 503
Flashpoint	MSMT 503

TOTAL COST REIMBURSEMENT: \$326.15 (Cost reimbursement includes Processing and Handling)

NAME: _____

**PRODUCT
NAME:** _____

COMPANY: _____

ADDRESS: _____

PHONE: _____