

MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF TRAFFIC AND SAFETY  
7491 Connelley Drive  
Hanover, MD 21076

## **PROCEDURES FOR THE QUALIFICATION OF REFLECTIVE SHEETING MATERIAL**

The Maryland Department of Transportation State Highway Administration (MDOT SHA) Office of Traffic and Safety (OOTS) maintains a Qualified Products List (QPL) that includes Reflective Sheeting Material. Reflective Sheeting Material shall conform to the following:

- Section 950.03 of [MDOT SHA's Standard Specifications for Construction and Materials](#)
- The applicable standards from the [Book of Standards for Highway and Incidental Structures](#)
- [AASHTO/FHWA Roadside Hardware Policy Memoranda and Guidelines](#)

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.

Permanent sign sheeting material will be evaluated for no less than three (3) years on MDOT SHA's test decks. Materials submitted for construction work zone applications will be evaluated for no less than one (1) year.

Within one (1) year of submitting material to MDOT SHA for evaluation, the material manufacturer shall provide the 6-month National Transportation Product Evaluation Program (NTPEP) Sign Sheeting Material (SSM) testing report. In addition, the material manufacturer shall provide MDOT SHA with the NTPEP 1, 2, and 3-year test reports as they are made available.

Material manufacturers shall provide MDOT SHA with four (4) 12-inch by 12-inch samples of every color to be evaluated. Test samples and NTPEP reports shall be mailed to MDOT SHA Sign Operations Section, 7491 Connelley Drive, Hanover, Maryland 21076, Attention: Sign Operations Manager.

All Materials/Products/Devices approved are required to continue to meet the requirements mentioned above. **MDOT SHA's MPEL coordinator must be informed immediately of any changes in the composition of the Materials/Products/Devices.** After MDOT SHA has reviewed the changes, new sample(s) may be requested and submitted along with the aforementioned information.

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

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

### **RECERTIFICATION PROGRAM – EFFECTIVE JULY 31, 2022:**

MDOT SHA will implement a recertification program for all OOTS QPL categories.

Manufacturers/Producers/Vendors are required to recertify their Materials/Products/Devices every five (5) years to remain on OOTS QPL. Materials/Products/Devices that were approved within 24 months of July 31, 2022 are exempt.

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Recertification letters for Reflective Sheeting Materials currently listed on the OOTS QPL must be submitted by July 31, 2022. If the recertification letter is not received by July 31, 2022, the Materials/Products/Devices will be removed from the OOTS QPL.

The recertification letter shall be on the Manufacturers/Producers/Vendors company's letterhead and attest to the following:

- The Material/Product/Device is identical to the unit that has been approved by MDOT SHA
- The Material/Product/Device is still being produced and available for sale
- The Material/Product/Device properties have not changed or been altered
- Current MSDS if applicable