

NEW PRODUCT EVALUATION PROCEDURES

1. **Purpose:** This is to set Division policy and procedures for receiving and evaluation of new products.
2. A Product Review Team has been established to review and check-in new products. To set a deadline for responding to the manufacturer on the review of their product. This includes **only** products that are received, that have a New Product Evaluation Form included.
3. This team will review and check-in the new products within 7 days of receipt. The New Product Evaluation Form will be assigned an: ID Number, Date Received, Date to be Report back to the Product Review Team. This date will not be more than 30 days from the date received.
4. The Product Review Team will determine which Laboratory or Division will be responsible for testing or review. The new product and information will be sent to the designated Laboratory or Division.
5. The Laboratory or Division that receives this new product for evaluation must complete the testing or review by the required reporting date and report their results to the Product Review Team.
6. If testing or review cannot be completed by the reporting date, the Laboratory or Division **must** report to the Product Review Team as to the date when the tests or review will be completed.
7. The Product Review Team will respond to the Manufacturer as to the status of their product.

New Product Evaluation Flow Chart

New Product Evaluation Form