
	<b>Charlotte County</b> <b>Utilities</b> <i>Policies and Procedures</i>	Number: 031	No. of Pages: 5
		Date: 6/7/18	
		Revision:	
<b>Subject: Product and Material Review Policy</b>			
Approval by Travis S. Mortimer, Utilities Director		Signature: 	

This policy describes the roles, responsibilities, and processes for reviewing products and materials for incorporation into, modification of, or removal from Charlotte County Utilities' (CCU) system.

### Responsibilities

The Product Review Team (PRT) Chairperson is responsible for coordinating the product and material review process. He/she will also coordinate various teams and administrative staff to complete the tasks and responsibilities for this policy.

The (PRT), comprised of engineering and operations staff, has been formed to drive the product and material review process; the PRT coordinates the review of any new products or materials that could potentially be used in CCU's system as well as to review existing products or materials currently in use to determine whether the product or material still meet the objectives and requirements of CCU, require modification, or removal from future use. The PRT provides a final recommendation to the Design Review Team (DRT). The PRT also is responsible for maintaining the Approved Products List.

The Design Review Team (DRT), comprised of engineering management and operations management staff, provides final review and approval for new products or a change in approval status for any existing products used in the CCU system.

### References

CCU Product and Materials Review Application (attached)  
 CCU Product and Material Review Log (located at P:\ENGINEERING\PRT\Log-Product and Material Review Log.xlsx)

### Procedure

In order to submit an item for review, the requestor of the review prepares an initial application to the PRT for initial review using the CCU Product and Material Review application form. The form is submitted to an administrative assistant who assigns a number to the application and enters the application into the Product and Material Review log. The purpose of the initial review is to determine whether the product or material meets CCU's basic criteria as outlined in CCU's Standard Details and Specifications, Minimum Drawings and Submittal Requirements, Cross Connection Manual, Design Standards or other policies and requirements.

### Initial Review

The outcome of this initial review will either be acceptance or rejection of the requester's initial application.

- If accepted, the Product and Material Review application and log are updated by the administrative assistant with the approval date, and then the requestor is required to submit a more comprehensive submittal package to the PRT as detailed in the CCU Product and Material Review application form.

- If rejected, the requestor is notified of the outcome and the review process ends. The Product Review log is updated with the date of the review and outcome by the administrative assistant.

### **Comprehensive Review**

The PRT performs an in-depth evaluation of the comprehensive submittal evaluating a number of factors including; but not limited to:

- Reliability
- Cost
- Installation, Handling, and Maintenance
- Interchangeability
- Compliance with Safety and Regulatory Standards
- Warranty
- Product life
- Availability

Depending on the type of product or material being reviewed and its use, additional criteria may be addressed beyond those listed. See the Product and Material Review Application form, page 2, in order to see the complete list of requirements for a comprehensive review package.

Based upon the comprehensive review, the PRT will prepare a recommendation which may include acceptance, acceptance with conditions (such as beta testing for one or multiple years, site visits of actual installations, or other additional mechanisms to ensure the product will meet CCU's current and future needs), or rejection.

The PRT will present its findings and final recommendation to the Design Review Team (DRT) for each comprehensive application whether or not the PRT's recommendation is to accept or reject the product. The DRT will make the final determination by accepting, accepting with conditions, or rejecting the PRT's recommendation.

The PRT Chairperson records the outcome of all reviews in the PRT Log and coordinates the following actions in cooperation with the PRT and DRT according to the outcome of the review:

#### **Product or Material Acceptance**

- Update the CCU Product and Material Review Log with date of acceptance and other relevant information
- Notification to the requestor of outcome
- Notification of acceptance to affected engineering, operations, business services and warehouse staff
- Initiation of revisions to or creation of new design compliance standards
- Revisions to applicable purchasing contracts
- Completion of training

#### **Product or Material Acceptance with Conditions**

- Update the CCU Product and Material Review Log with date of conditional acceptance and other relevant information
- Notification to the requestor of outcome
- Notification of acceptance with conditions to affected engineering, operations, business services and warehouse staff
- Schedule follow-up evaluation, site visits, or other conditional requirements
- Completion of training
- If the product meets all conditions, then proceed with Product or Material Acceptance action items; if product does not meet conditions and is rejected, then proceed to Rejection action items

#### **Rejection**

- Update the CCU Product and Material Review Log with date of rejection and other relevant information
- Notification to the requestor of outcome
- Notification of rejection to affected engineering, operations, business services and warehouse staff
- Initiation of revisions to or removal of existing design compliance standards
- Revisions to applicable purchasing contracts

## **Timeline**

Product reviews are scheduled on an as-needed basis. Some products require immediate review due to an urgent need or in order to meet a bid deadline. However, there may not be an immediate need for other products, and these reviews may be delayed until a sufficient number of products have been submitted to warrant scheduling a meeting or circulating for review. Additionally, once a product enters the comprehensive review stage, depending on the type of product, the length of a comprehensive review will vary based upon the type of review required. For example, some products require multiple years of field testing before approval. An example would be a product for lining manholes; based upon previous CCU staff experience, liners that do not withstand the unique Florida climate and related wastewater issues tend to fail within the first 2 years of service. Therefore, CCU may not approve a manhole lining product until it has been tested in the field for 2 years.

In general, however, the following timeline is used for a product or material submitted for review. The timeframe for each task is adjusted based upon need, complexity of the product, and/or the level of impact the product would have on the CCU system:

1. PRT Initial Review – 2 to 4 weeks
2. Submittal Period for Comprehensive Package – 4 weeks
3. PRT Review of Comprehensive Package – 4 weeks
4. DRT Review/Decision of PRT Recommendation – 1 week
5. Update PRT Log - 1 day
6. Update Specifications, if applicable - 2 to 4 weeks

## **Approved Products List**

The PRT maintains an Approved Products List which represents approximately 3 to 5 approved manufacturers by product type. The intent is to update the list annually and publish on the Utilities website under 'Approved Products List'. Any changes to the products list are handled through the Product and Material Review process outlined above.

The schedule for updating the APL generally is as follows:

1. Vendors/suppliers required to submit new applications prior to May 1.
2. PRT/DRT review applications.
3. New APL posted as of October 1 annually.

## **Records**

All records generated from this process will be handled according to the Engineering Department's Records Retention.



## Charlotte County Utilities Product and Material Review Application

Effective Date:  
draft 1/29/2018  
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**E-mail completed form to [Administrative.Assistants@charlottecountyfl.gov](mailto:Administrative.Assistants@charlottecountyfl.gov)**

Application Date:		CCU Application #:	
Product Name:			
Review Type	<input type="checkbox"/> New Product	<input type="checkbox"/> Modification to Existing Approved Product	<input type="checkbox"/> Removal of Product
Product Purpose or Application (what it is used for, where, etc):			
Does CCU currently include this product in its Design Compliance Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Check CCU <a href="https://www.charlottecountyfl.gov/dept/utilities/Pages/Utilities-Engineering-Services.aspx">https://www.charlottecountyfl.gov/dept/utilities/Pages/Utilities-Engineering-Services.aspx</a> then click on Design Compliance Standards)</small>			
If yes, provide page #, section #, and/or highlight text in the standard and attach copy.			

Name of Person Submitting Product for Review:			
Company Name:			
Mailing Address:			
City, State, Zip:			
Telephone:		E-mail:	
Website:			

Product Manufacturer's Name:			
Individual Contact(s):			
Mailing Address:			
City, State, Zip:			
Telephone:		E-mail:	
Website:			

(Do not write below this line for CCU use only)

Date Received Initial Application:	See Product Review Log for status of review
PRT Initial Review Date:	
PRT Initial Review Comments :	
PRT Initial Review Outcome:	
Date Applicant Informed of Initial Outcome:	
Date Comprehensive Submittal Completed:	
PRT Comprehensive Review Date:	
PRT Final Result:	
PRT Comments/Conditions/Further Actions:	
DRT Review Date:	
DRT Comments/Conditions/Further Actions:	
DRT Final Result:	
Date Applicant Informed of Final Outcome:	

**Comprehensive Application:** If your product is approved for comprehensive review (CCU will contact you), all or part of the information below must be submitted in its entirety via e-mail in Adobe \*.PDF format to same e-mail address above in the order of the items listed. No application will be reviewed by the Product Review Team (PRT) until the submittal is complete. Failure to provide full disclosure will be grounds for product disapproval.

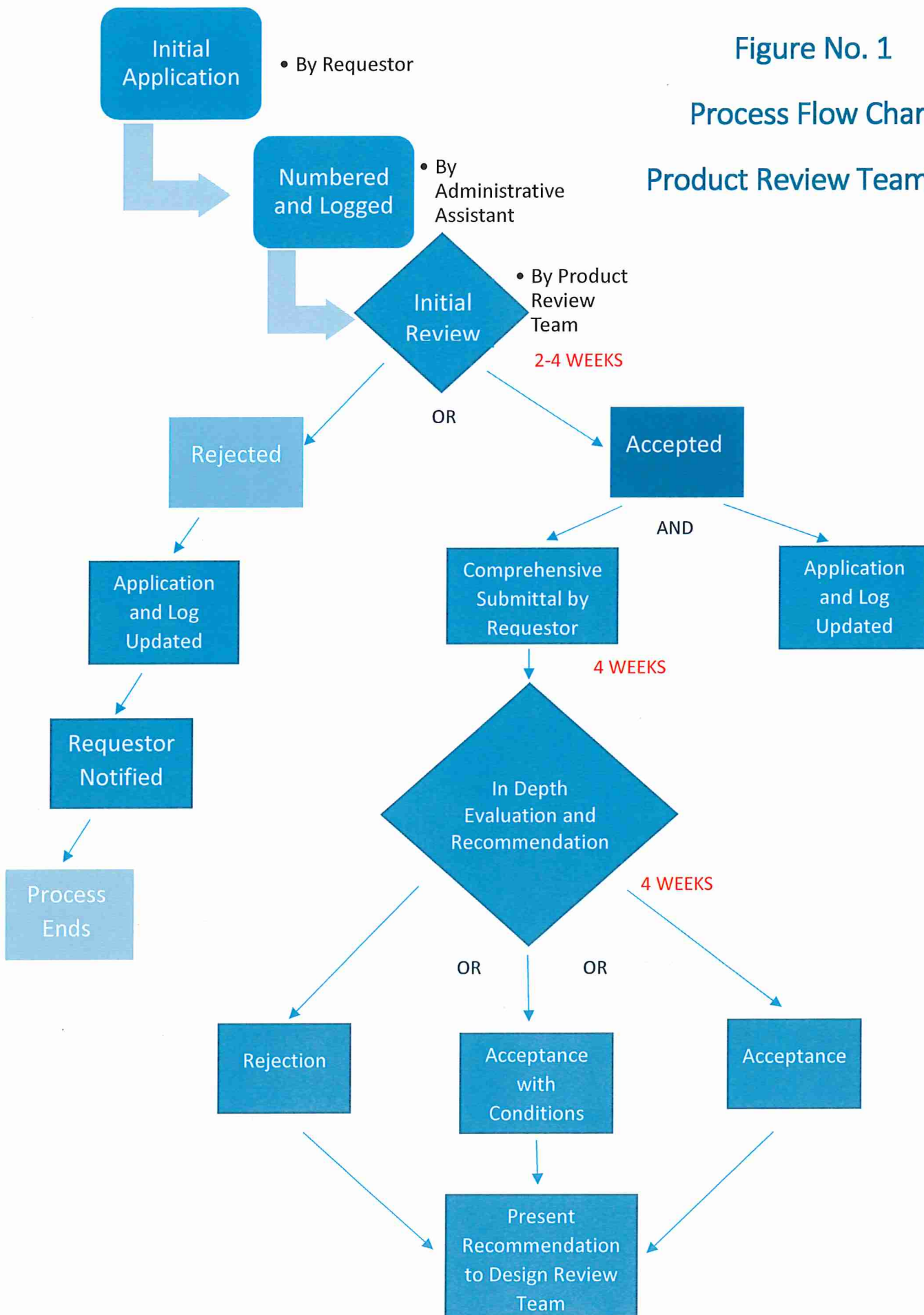
#### REQUIREMENTS FOR COMPREHENSIVE REVIEW

- A technical specification that addresses:
  - Description of materials and processes used in the manufacture and installation of your product
  - Any special conditions required for proper performance of the product
  - Applicable industry standards/codes (UL, NSF, AWWA, ASTM, FDOT, FM, etc)
- Evidence of compliance with applicable industry standards/codes (UL, NSF, AWWA, ASTM, FDOT, FM, etc) including test results signed and sealed by applicable licensed professional engineer
- A copy of the standard product installation guide, which outlines special equipment, training, inspection requirements, and inspection equipment
- Information related to patents, licenses and/or franchises related to the product
- Information related to replacement parts costs and availability
- Location of nearest maintenance facility and spare parts warehouse
- Local product availability / lead time
- Information on costs for installation (including retrofit costs if replacing an existing product in installation) and maintenance
- Physical product sample if feasible
- Certifications required for various funding sources (e.g. American Iron Steel) as requested
- Provide the following data on a minimum of five completed installations of your product:
  - Installation date
  - Quantity
  - Cost
  - Location
  - Client/Contact person along with respective telephone number

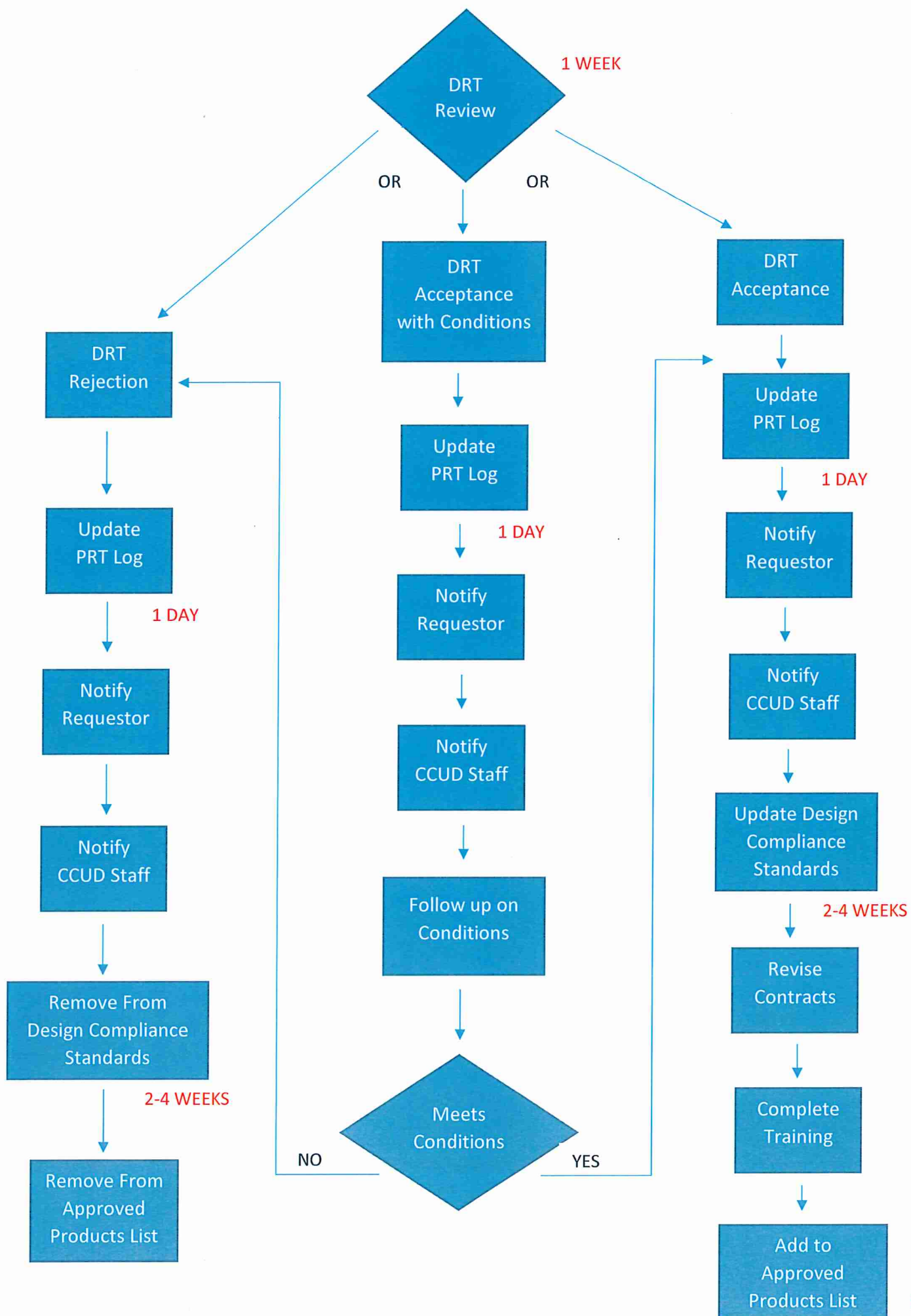
Figure No. 1

Process Flow Chart

Product Review Team SOP







**Figure 1A**  
**Process Flow Chart**  
**Approved Products List**

