
 <p style="text-align: center;"><b>Internal Policies and Procedures</b></p> <p style="text-align: center;"><b>Utilities</b></p>	<p>No: 031</p> <p>Adopted: June 7, 2018 Revised: November 13, 2023</p>
<p><i>Subject:</i> <b>Product and Material Review Policy</b></p> <p><i>Approval by:</i> E. David Watson, Utilities Director      <i>Signature:</i> </p>	

The following policy addresses the method for reviewing all products and materials used in the Charlotte County Utilities (CCU) systems.

**INTRODUCTION**

CCU has determined that it is important to use quality products and materials that meet the specific needs of CCU and its environment. Therefore, it is important for CCU to have a policy regarding the determination of all products and materials as acceptable for installation in CCU systems.

**PURPOSE**

This policy is intended to standardize the method for approving, rejecting, or re-evaluating products and materials to be used in the CCU systems. Only products and materials evaluated by this method shall be approved for use in the CCU systems.

**CRITERIA**

Any of the following products and materials evaluated will be covered by this policy:

1. New
2. Removal of existing
3. Changes to existing
4. Non-use of existing

All evaluations shall be completed by the Product Review Team (PRT) and approved by the Product Approval Team (PAT). The PRT maintains an Approved Products List (APL) which limits a maximum of three (3) approved manufacturers by product type. The PRT and PAT may, at their sole discretion, allow more than three (3) approved manufacturers based upon current supply and demand conditions affecting availability.

**PRT MEMBERS**

The PRT members shall include a minimum of the following. In order for a vote to take place, a majority of the members must be present. Each member listed below has one vote.

- PRT Chairperson – Engineering PE (or designee)
- Engineering – Design Engineer (or designee)
- Engineering – Project Manager (or designee)
- Operations – Project Manager (or designee)
- Administration – Warehouse Manager (or designee)

Operations – Wastewater Superintendent (or designee)  
Operations – Water Distribution Superintendent (or designee)  
Operations – Treatment Superintendent (or designee)  
Operations – Maintenance Supervisor (or designee)

### **PAT MEMBERS**

A majority of the members of the PAT must be present for a vote to take place. If one of the following positions is vacant, a designated replacement will be determined by the Utilities Director.

Planning & Design Engineering Manager  
Engineering Construction Manager  
Operations Manager

### **PROCESS**

- CCU requires the submittal of a complete Product and Material Review Application to CCU for any of the product and material evaluations listed above.
- No applications for multiple products and materials will be accepted.
- No applications for product and material lines will be accepted.
- Products and materials manufactured and/or assembled within the USA or its Territories will take precedence over those manufactured and/or assembled outside of the USA or its Territories.
- CCU may require a test period for new products and materials at a duration as determined by CCU.
  - The goal is to complete the testing process in no longer than one (1) year.
  - All products and materials will be supplied at no cost to CCU. If installation is required, CCU will determine on a case-by-case basis how the costs will be paid.
- After application evaluation and testing, the product or material will be evaluated by the PRT to determine if the product or material will be recommended to the PAT for consideration to either be approved or rejected for use in CCU's systems.
- The PAT votes on each product or material recommendation by the PRT. If the PAT votes to approve the product or material, it will be added to the APL. If the PAT votes to reject the product or material, then the applicant is notified accordingly.
- The PRT Chairperson will update the APL on the County website on a quarterly update. These updates shall occur the first week of the month in January, April, July, and October.
- All PRT and PAT approvals and rejections will be detailed in the meeting minutes.



## Charlotte County Utilities Product and Material Review Application

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

Application Date:		CCU Application #:	
Product Name:(include specific model number, CCU does not approve entire product lines)			
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 Approved Products List? <input type="checkbox"/> Yes <input type="checkbox"/> No Does CCU currently include this product in its Design Compliance Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(See <a href="https://www.charlottecountyfl.gov/departments/utilities/engineering/design-compliance.shtml">https://www.charlottecountyfl.gov/departments/utilities/engineering/design-compliance.shtml</a>)</small>			
If yes, provide page #, section #, and/or highlight text in the standard or Approved Products List 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:			

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**PLEASE CONTINUE TO NEXT PAGE FOR REQUIRED ATTACHMENTS**

## **APPLICATION FORM GUIDANCE AND INSTRUCTIONS**

All of the information listed below must be included with the application and submitted in its entirety via e-mail in Adobe \*.PDF format in the order of the items listed as a single combined PDF. No application will be reviewed by the Product Review Team (PRT) until the submittal is complete. Additionally, applications for product lines, services, or equipment will not be accepted, only specific products and materials identified with a model number, type, color or other specifying information for a single product or material will be considered. Failure to provide full disclosure will be grounds for product or material disapproval.

- A technical specification that addresses:
  - Description of materials and processes used in the manufacture and installation
  - Construction requirements
  - 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 Florida licensed professional engineer as requested by CCU
- A copy of the standard product installation guide, which outlines special equipment, training, inspection requirements, and inspection equipment
- Patents, licenses, and/or franchises related to the product or material
- Product life and warranty
- 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 and/or sample to be provided at no cost to CCU. Installation costs are reviewed on a case by case basis as approved by CCU. If approved, installation shall be in accordance with all local, state and federal safety requirements.
- Certifications required for various funding sources (e.g. American Iron Steel) as requested
- Location where materials to make product are sourced;
- Location where product is manufactured and assembled;
- Provide the installation date, quantity, cost, location and client/contact person along with respective telephone number and/or e-mail on a minimum of five completed installations of your product in the state of Florida.

### **CHECKLIST FOR PRODUCT AND MATERIAL NAME CHANGES**

- A comparison showing how the product meets specifications before the name change and the specifications after the name change in accordance with the latest approved CCU Design Compliance Standards. (provide detail section by section)
- The Federal Employer Identification Number before the name change and after the name change. If there is a change in EIN number, provide explanation.
- The manufacturing address prior to the name change and after the name change. If the manufacturing location changed, provide explanation and supporting information that the change did not affect product quality.
- Was there a change in the manufacturing process? If so, what changes have occurred?
- A list of references that have used the product with the new name change including:
  - Name of company/organization
  - Installation date
  - Quantity
  - Cost
  - Location
  - Client/Contact person along with respective telephone number and e-mail address

- Did the location providing availability of the product change? Provide explanation.
- Test certificates in new name showing having met relevant standards. If self-certifying, see list below for requirements. List each individual Test Report or Material Certification. The list should include the name, number (if applicable) and date of each Test Report or Material Certification. Required test reports must be conducted by an independent laboratory or other independent testing facility and required drawings and calculations must be signed and sealed by a Professional Engineer licensed in the State of Florida as requested by CCU.
- A photograph, drawing, or product label showing the product change and the new logo and label.
- Each submittal must be signed by a legally responsible person employed by the manufacturer of the product.
- Save each submittal electronically into one PDF file.