CITY OF HOUSTON

HOUSTON PUBLIC WORKS

PRODUCT APPROVAL APPLICATION

Instructions
All information requested below must be submitted in full. Please label each section with the item number conforming to the list below. No application will be reviewed by the Committee until the submittal is complete and is in the ‘ITEM’ order that it is requested. Failure to provide full disclosure may be grounds for disapproval of product.

Item 1 – Product Approval Application is included
ITEM 1. Basic general information. Provide all information requested on attached form. A separate application shall be submitted for each discipline (Storm Water, Street & Bridge, Wastewater, and Water). Twelve (12) copies shall be submitted for each application. Twelve copies shall consist of two hard copies and 10 scanned Cd’s (or USB drives) of the same.

Please answer ITEMS 2 - 10 separately
ITEM 2. Provide a Statement of Compliance that the product meets or exceeds all applicable City of Houston (COH) standards and codes. In a Summary, indicate how and why the submittals confirm that the product meets or exceeds all applicable COH standards, codes, and identify the specific COH specification(s).

ITEM 3. Existing Installations of Product. The following data is requested on representative installations of your product. A sample form is attached or you may use your own tabular format. Failure to disclose representative installations can be grounds for disapproval of product.

ITEM 4. Describe materials of construction (including relevant industry standards - e.g., ASTM, ANSI, AWWA, etc.), special manufacturing processes and quality control measures used in the manufacture and installation of your product. Include copies of relevant referenced specifications or standards. Include Material Safety Data Sheets (MSDS) and National Sanitary Foundation (NSF) testing results in all products in contact with potable water or otherwise providing an exposure to operations or maintenance personnel.

ITEM 5. Indicate if there are any special conditions (such as pipe size) for optimal performance of the product. Specify conditions or requirements for optimal performance. Where appropriate, include the engineering data required for proper application of the product. Indicate relevant safety factors, and pressure, temperature, or environmental limits.
ITEM 6. Engineering Design Guide. Attach a copy of the Engineering Design Guide or Installation Guide for the proposed product. This document should indicate that it was prepared under the supervision of a Registered Professional Engineer in the state of the manufacturer. Should engineering certification not be a part of the standard printed documents, a letter should be provided from the manufacturer that the Engineering Design Guide was prepared under the supervision of a Registered Professional Engineer. The name, seal, registration number and expiration date of the supervising engineer should be included in either the design guide or the accompanying letter. If this application is for the discipline of Water then the applicant must provide documents affirming full compliance with the Reduction of Lead in Drinking Water Act of 2011, or non-applicability.

ITEM 7. Client References. Provide names, addresses, phone numbers and job identification of current and past clients. The City will contact selected references concerning product performance.

ITEM 8. Provide copies of tests conducted by independent testing companies showing conformance with industry standard and City of Houston's Standards established for the product. Documentation must be provided for all proposed products and each size constitutes one product.

ITEM 9. Provide information relating to patents, licenses and/or franchises held on the product. Include specific descriptions and relevant data such as patent (license) number and date issued.

ITEM 10. Provide any other pertinent information. Although not required, the submitted application may include other data to assist the Committee in evaluating the product for use on City of Houston projects. This information could include brochures, videotapes, product samples and/or photographs. The Committee will not return these materials. (One (1) copy of video tapes and product samples is sufficient for committee review.) Additional samples may be required for end user product testing.

Please submit to the Executive Secretary once the application is complete. The Executive Secretary will check the application for administrative compliance and log the application at that time. After the application has been logged it will be transferred to the appropriate discipline for technical review.

Submit applications to:

Brian Alcott, P.E., CCM, CDT
Executive Secretary
Product Review Committee
Office of The City Engineer
Houston Public Works
1002 Washington Ave., 2nd Floor
Houston, Texas 77002
ITEM 1

General Information

• The application will be rejected if all information is not provided.

Product Name ________________________________
Model No(s). ________________________________
Size Range for Product use ________________________________
COH Specification(s) related to Product use ________________________________
Composition material(s) of Product ________________________________

Company (Vendor) Name ________________________________
Individual Contact(s) ________________________________
Street Address ________________________________
City, State, Zip Code ________________________________
Telephone __________________ Fax __________________
E-Mail Address ________________________________

Manufacturer Company Name ________________________________
Individual Contact(s) ________________________________
Street Address ________________________________
City, State, Zip Code ________________________________
Telephone __________________ Fax __________________
E-Mail Address ________________________________

Applicable usage for submitted product
Please check only one and submit a separate application package (another 12 copies and application) for each discipline if your product applies to more than one discipline.

☐ Wastewater
☐ Water
☐ Storm Water
☐ Street and Bridge
☐ Traffic
Sample Form

Existing Installation of Products

<table>
<thead>
<tr>
<th>Installation Date</th>
<th>Quantity Size, Diameter, Length</th>
<th>Location (Include City and County)</th>
<th>Client/Contact Person (Name, Address and Phone Number)</th>
<th>Total Construction Cost</th>
<th>Years in Service</th>
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