

**WATER & WASTEWATER ENGINEERING DIVISION
POLICY & PROCEDURES
WWED #001
TECHNICAL STANDARDS COMMITTEE**

PURPOSE:

The Technical Standards Committee (TSC) shall be responsible for the creation and maintenance of water and wastewater technical standards and to review new and existing products for inclusion into the Water & Wastewater Engineering Division (WWED) Materials Review List which shall be used in conjunction with the BCWWS Minimum Design and Construction Standards.

The GOAL and INTENT of the TSC is to:

- Establish a consistent mechanism for evaluating new products.
- Review and evaluate new and existing technologies and products for utilization in the rehabilitation and construction of the BCWWS utility system.
- Encourage standardization of parts/products.
- Establish and maintain technical standards reflective of current products and technologies in water and wastewater field.
- Evaluate and approve/disapprove one time deviations from the technical standards.

Members

The TSC shall consist of eight (8) BCWWS staff members. Four (4) members shall be appointed by the Director of WWED, three (3) shall be appointed by the Director of WW Operations Division (WWOD) and one (1) shall be appointed by the Director of WW Financial Operations Division (FOD). The TSC shall elect a Chair annually by majority vote. A meeting quorum shall consist of a minimum of five (5) members in attendance. Additional BCWWS staff may be asked to attend TSC meetings in a non-voting capacity to provide technical expertise on a product and/or procedure, as required by the TSC.

New Product Review Procedures

Upon request, the product representative will be sent a New Product Application (NPA) package. This package will contain instructions on how to complete the application form and list the necessary documentation. A total of eight (8) copies of the completed application form with equal copies of the supporting documentation shall be submitted to the TSC Chair. The product representative will be notified, in writing, that the NPA has been received "accepted" or "incomplete". The application will not be forwarded to the TSC until all sections of the application have been completed. Applications that are not properly completed within 60 days of the notice of an incomplete application shall be considered void and the process must start over. Complete applications will be forwarded to the TSC for review at their next scheduled meeting. At the TSC meeting, a unanimous quorum or 2/3 majority vote shall be required to approve or disapprove inclusion of a product to the Materials Review List. **Only those products included on the Materials**

Review List shall be utilized in the BCWWS utility system with the exception of products approved for trial.

The TSC shall present to the WWED Director in writing it's findings along a summary of all pertinent information related to the product including but not limited to performance, costs for labor and materials, comparison with currently approved products, references, and parts availability.

Trial Approval

The TSC may approve use of products for trial periods of up to two (2) years prior to inclusion in the Materials Review List. Materials and equipment in categories not specifically identified in the Materials Review List may be purchased as specified by the Division. Products acquired for such trial periods may be provided free of charge by the vendor or may be purchased sole source with the concurrence of the Purchasing Director. The TSC may require that in order for a product to be used on a trial basis, a performance bond be posted in the amount equal to all inclusive cost associated with the product's removal, and replacement. The TSC may also cancel the use of the product at any time during the trial period. Products previously approved by the TSC for use in the BCWWS utility system may be temporarily or permanently removed from the Materials Review List if, in the opinion of the TSC, the continued use of the product may threaten the health, safety, or welfare of the public or creates an undue financial and/or maintenance burden on the BCWWS.

Revisions

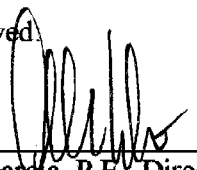
The Materials Review List shall be formally updated on a bi-annual basis. The revised Materials Review list shall be published by the first day of June and December of each year. Submittals received after these dates may receive Trial Approval for use in the BCWWS utility system as determined by the TSC.

Deviations from Established Standards

The TSC is the only authority within BCWWS that may grant a one-time deviation from the published technical standards and is the final decision maker in accepting or not accepting the one-time deviation. Acceptance of the one-time deviation requires 2/3 majority vote of the TSC.

Meeting Records

Minutes of all TSC meetings will be recorded and maintained by WWED for a period of three (3) years.

Approved: 

Alan Garcia, P.E., Director
BC Water & Wastewater Services

Date: 8/25/08

EXHIBIT "A"

Date _____

Product Representative's Name
Address
City, State Zip

**RE: Broward County Water & Wastewater Engineering Division
Technical Standards Committee
New Product Application Form (NPA)**

Dear _____:

The Broward County Water & Wastewater Engineering Division (BCWWED) reviews products through the Technical Standards Committee (TSC) for application in the BCWWS utility system. In order for TSC to properly evaluate your product, please complete and return the attached NPA. In addition to submitting the required information, a presentation and demonstration may be required by the TSC to enable proper review and evaluation of your product. Further requests for test results or other appropriate data may also develop as a result of the presentation and demonstration of the product. Although the TSC will allow flexibility in the presentation of your product, information on all requested data and material must be submitted for your application to be considered complete. If items are found to be incomplete, the NPA will not be forwarded to the TSC until all sections of the application are completed.

Upon notice that your application is complete, copies will be distributed to the TSC members for consideration at their next scheduled meeting. If you wish to appear before the TSC to represent your product, please indicate so on the form (non-mandatory). **All products must be included on the Materials Review List approved by the TSC prior to use in the BCWWS utility system unless the product is approved for use on a trial basis.**

Sincerely,

Name, TSC Chair

Attachment: New Product Review Application Form
cc: TSC Members
Director, WWED
Director, WWOD
Director, FOD

**WATER & WASTEWATER ENGINEERING DIVISION
NEW PRODUCT REVIEW APPLICATION FORM**

Application Number _____
Date Received _____
Submittal Complete _____

(Do not write above this line, for BCWWED use only)

Instructions:

All information requested below must be submitted in its entirety. Please provide the required information in loose-leaf binders and label each section with the item number conforming to the list below. No application will be reviewed by the Technical Standards Committee until the submittal is complete. Failure to provide full disclosure will be grounds for product disapproval. Seven (7) copies of the application and all supporting data shall be sent to:

Attn: Technical Standards Committee, Chair
Broward County Water & Wastewater Engineering Division
2555 West Copans Road
Pompano Beach, FL 33369

1. General Information

Product Name: _____
Product Type: _____

Product Use/Application: _____
Manufacturer's Name: _____
Individual Contact(s): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone: _____ Fax Number _____

Representative's Company Name: _____
Individual Contact(s): _____
Mailing Address: _____
City, State, Zip Code: _____
Telephone: _____ Fax Number: _____

2. Provide the following data on a minimum of five (5) completed installations of your product including: installation date, quantity, cost, location, client/contact person along with respective telephone number. The TSC will contact these references concerning product performance.

3. Describe materials and processes used in the manufacture and installation of your product.
4. Are there any special conditions required for proper performance of the product?
5. Are current BCWWED technical specifications adequate for inclusion of the product and are exceptions to the Division's specifications being requested?
6. Provide the following:
 - ✓ Evidence of compliance with applicable industry standards/codes (UL, FM, NSF, AWWA, ASTM, FDOT...).
 - ✓ Copy of the standard product installation guide, which outlines special equipment, training, and inspection requirements. Provide 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.
 - ✓ Information on costs for installation and maintenance.
 - ✓ Related information. Although not required, your application submittal may include other
 - ✓ Data to assist the TSC in evaluating the product for use by BCWWS. This information may include brochures, videotapes, product samples, photographs etc. (One copy of videotapes and product samples is sufficient for Committee review).

Please indicate whether you wish to appear before the TSC to present your product (non-mandatory).