

Instructions

All information requested below must be submitted in full. Label each section with the item number conforming to the list below. Provide application in pdf format (see Attachment 1 for submittal requirements) and follow the procedure in Attachment 2 – Submittal Procedure. No application will be reviewed by the Committee until the submittal is complete, is in the required ‘ITEM’ order and meets Attachment 1 requirements.

ITEM 1. Product Approval Application. Provide all information requested in form (see Attachment 3). A separate application in pdf format must be submitted for each discipline (Storm Water, Street & Bridge, Wastewater, and Water).

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. Indicate how and why the submittals confirm that the product meets or exceeds all applicable COH standards and codes; and identify the specific COH specification(s).

ITEM 3. Existing Installations of Product. Provide existing installation information in sample form (see Attachment 4) or submit the same data in a tabular format. Failure to disclose representative installations may 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 the product. Include copies of relevant referenced specifications or standards. Include Material Safety Data Sheets (MSDS) and National Sanitary Foundation (NSF) testing results for 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 or requirements (pipe size, temperature, storage, etc.) for optimal performance of the product and specify those conditions or requirements. 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 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, provide a letter from the manufacturer stating the Engineering Design Guide was prepared under the supervision of a Registered Professional Engineer. Include the name, seal, registration number and expiration date of the supervising engineer in either the design guide or the accompanying letter. If this application is for the discipline of Water, 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. COH will contact selected references concerning product performance.

ITEM 8. Provide copies of test reports conducted by independent testing companies showing conformance with industry standards and COH standards established for the product. Provide documentation for all proposed products and sizes, if applicable.

ITEM 9. Provide information related 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 COH projects. This information may include brochures, videos, and/or photographs. Product samples shall not be sent to COH unless requested. The Committee will not return these materials. One (1) product sample is sufficient for committee review. Additional samples may be required for end user product testing.

Once the application is complete, email HPWproducts@houstontx.gov to request a SharePoint folder for the application file(s). After the product application submittal file(s) are uploaded to the SharePoint folder, the Office of the City Engineer will perform a cursory review, log the application and transfer to the appropriate committee for technical review.

For further inquiries on the Product Approval Application process, please contact:
HPWproducts@houstontx.gov .

Submittal File Requirements

- Format: Adobe pdf
- Maximum file size: 100 MB
- Minimum file resolution: 400 dpi
- Provide coversheet for each item.
- File Naming Convention: Discipline name _ Product name. For example:
Wastewater_PVC Pipe
- Name/bookmark each item in the following format: Item No._Description. For example:
Item 2_ Statement of compliance
- If more than one document is submitted under one item, name item as: Item No.-
letter_Description. For example: Item 9-a_patents, Item 9-b_licences.
- If the product is submitted for different disciplines, submit separate applications for each discipline and ensure the application for each discipline is named correctly.
- Email HPWproducts@houstontx.gov to request a SharePoint folder for product application submittal.

Submittal Procedure

Step-1:

Send request for a link to share file(s) to HPWproducts@houstontx.gov .

Step-2:

Upload file(s) to the assigned folder for each discipline.

Step-3:

File naming/bookmarking options:

a) Separate Files for each item (PDF format)

Name	Status	Date modified	Type
 ITEM-0_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-0_PRODUCT APPROVAL INSTRUCTIONS	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-1_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-1_PRODUCT APPROVAL APPLICATION	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-2_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-2_STATEMENT OF COMPLIANCE	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-3_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-3_EXISTING INSTALLATION OF PRODUCTS	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-4_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-4_MATERIALS OF CONSTRUCTION	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-5_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-5_SPECIAL CONDITIONS	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-6_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-6_ENGINEERING DESIGN GUIDE	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-7_CLIENT REFERENCES	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-7_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-8_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-8_TEST REPORTS	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-9_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-9_PATENTS-LICENSES-FRANCHISES	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-10_Coversheet	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...
 ITEM-10_OTHER INFORMATION	✓	11/16/2021 2:57 PM	Adobe Acrobat Docu...

Figure 1: separate files with description for each item

Submittal Procedure

b) Combined items as one file, bookmarked for each item and sub-item (PDF format)

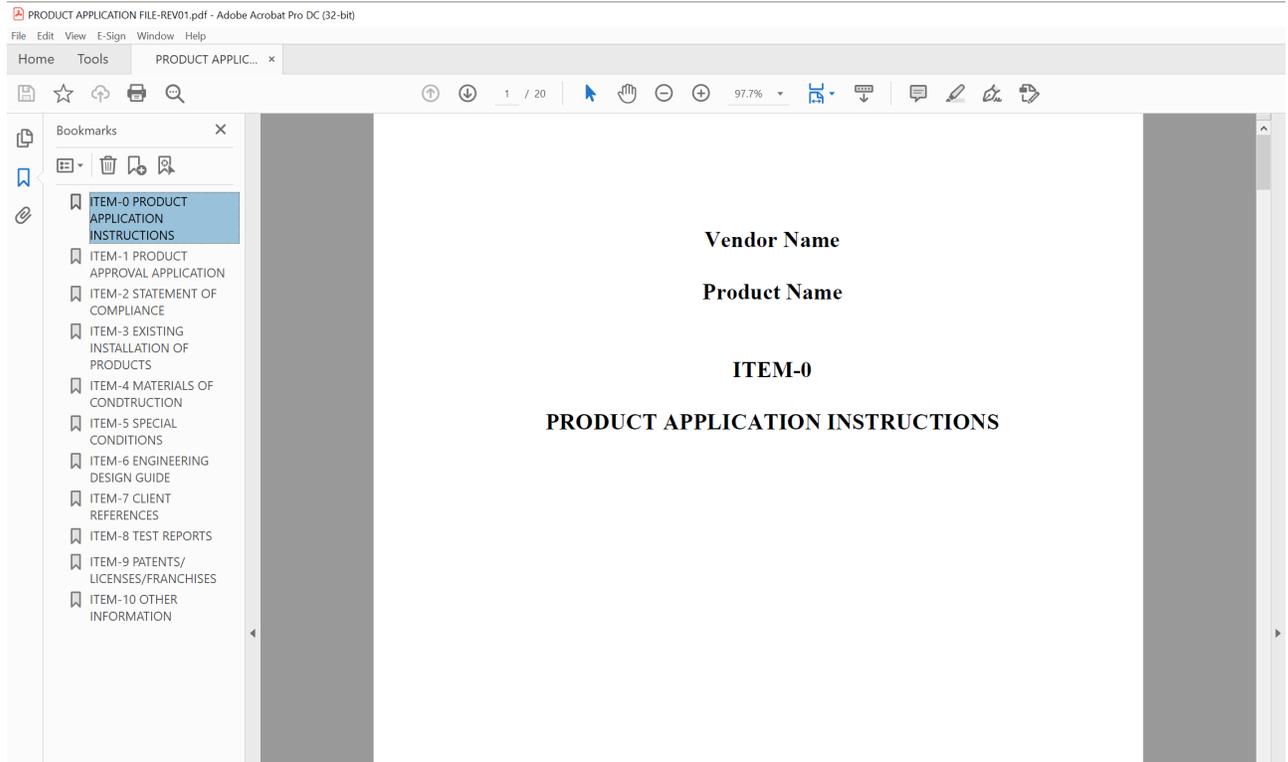


Figure 2:combined items as one file

(Do not write inside this box, for City use Only)

Application No:

Date Received:

ITEM 1

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

Product Application(s)

Applicable usage for submitted product

Please check only one and submit a separate application package for each discipline if your product applies to more than one discipline.

Wastewater

Water

Storm Water

Street and Bridge

Traffic

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

ITEM 3 – EXISTING INSTALLATION OF PRODUCT

Installation Date	Quality (Size, Diameter, Length)	Location (Include City and County)	Client/Contact Person (Name, Address and Phone no.)	Total Construction Cost	Years in Service