

# LEE COUNTY UTILITIES APPROVED MATERIAL LIST POLICY

## PURPOSE:

The Approved Material List Working Group (AMLWG) shall be responsible for the creation and maintenance of water and wastewater technical standards and to review and pre-approve new and existing products which shall be used in the LCU Design Manual (LCUDM).

## The GOAL and INTENT of the AMLWG 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 LCU utility system.
- Encourage standardization of parts/products.
- Establish and maintain technical standards reflective of current products and technologies in water and wastewater systems.
- Evaluate and approve/reject one time deviations from the technical standards.
- Evaluate “failures” in the LCU utility system to determine if changes to Approved Materials List (AML) are required.

## MEMBERS

The AMLWG shall consist of six (6) LCU staff members appointed by the Director of Public Utilities. Members shall consist of:

- One (1) member from LCU Engineering Staff,
- One (1) member from LCU Wastewater Collections Staff,
- One (1) member from LCU Water Distribution Staff,
- One (1) member from LCU Inspection Staff,
- One (1) member from LCU Maintenance Staff and
- One (1) member from LCU Electrical/Instrumentation Staff.

The AMLWG members shall elect a Chair annually by majority vote. Members including the elected chair will serve a minimum term limit of one year. A meeting quorum shall consist of a minimum of five (5) members in attendance. Additional LCU staff may be asked to attend AMLWG meetings in a non-voting capacity to provide technical expertise on a product and/or procedure, as required by the AMLWG.

## AMLWG MEETINGS

- Meetings will be held semi-annually or on an as needed basis determined by the Chair or the Director of Public Utilities.
- Meeting Location will be 1500 Monroe Street, Fort Myers, FL 33901 unless otherwise noted when scheduled.

## NEW PRODUCT REVIEW PROCEDURES

- Product Representatives may complete a New Product Application (NPA) (see Exhibit A) which is available on LCU's web-page via the following link:  
<http://www.leegov.com/utilities/design-manual>
- The completed NPA with supporting documentation shall be submitted to the AMLWG Chair in an electronic file in Adobe PDF format via the following e-mail address:  
[LCUApprovedMaterialListWorkingGroup@leegov.com](mailto:LCUApprovedMaterialListWorkingGroup@leegov.com)
- The Product Representative will be notified, via email, that the NPA has been received and found to be "accepted" or "rejected".
  - The application will not be forwarded to the AMLWG 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 AMLWG for review at their next available meeting.
- At the AMLWG meeting, a unanimous quorum shall be required to approve or reject starting a trial period for the product, along with any trial period conditions set by the AMLWG.
- If the required majority approves the product trial period, it will then be forwarded to the Director of Public Utilities along with its findings in writing and a summary of all pertinent information related to the product for approval prior to the beginning of the trial period.
- Only those products included on the LCU (AML) shall be utilized in the LCU utility system with the exception of products approved for trial. A separate 'Trial AML' list will be posted on the LCU Web-site as well.
- Once approved by the Director of Public Utilities, said product will be added to the 'Trial AML' on our web-site. Once on our web-site, the product may then be used within LCU's systems for the trial period, in compliance with the approved trial period conditions.

## TRIAL PERIOD FOR APPROVAL

- The AMLWG may approve use of products for a minimum trial period of one (1) year in the LCU system with the option of extending the trial period for another year if approved by the AMLWG prior to consideration by the AMLWG for inclusion into the AML and the LCU Design Manual.
- Products acquired for such trial periods may be provided free of charge by the vendor or may be purchased with the approval of the Director of Public Utilities.
- Should the trial product fail, it will immediately be removed from the 'Trial AML'. LCU shall replace the defective appurtenance(s) and bill the supplier for time and material cost associated with the product's removal, and replacement.
- The AMLWG may also cancel the use of the product at any time during the trial period for any reason whatsoever, and bill the supplier for time and material cost associated with the product's removal, and replacement.
- Upon conclusion of the trial period, the AMLWG shall review the results and findings of the product trial. At the AMLWG meeting, a unanimous quorum shall be required to recommend LCU approve the product or extend the trial period. Failure to obtain the required majority vote shall deem the product is rejected.
- If the required majority recommends approval of the product, the AMLWG shall present to the Director of Public Utilities in writing its findings and a summary of all pertinent information related to the product.
- If the Director of Public Utilities supports the AMLWG recommendation of approval, the information will then be forwarded to the appropriate Assistant County Manager for their approval to add the product to the AML.
- Upon approval by the appropriate Assistant County Manager, said product will be added to the AML on the LCU web-site. Once on the web-site, the product may then be used within LCU's systems.

## PRODUCT DELETIONS

- Products previously approved by the AMLWG for use in the LCU utility system may be temporarily or permanently removed from the LCU Design Manual if, in the opinion of the AMLWG, 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 LCU.
- A unanimous quorum of the AMLWG shall be required to recommend deletion of products from the AML during a regularly scheduled AMLWG meeting.
- If the required majority recommends permanent deletion of the product from the AML, the AMLWG shall present to the Director of Public Utilities in writing its findings and a summary of all pertinent information.
- If the Director of Public Utilities supports the AMLWG recommendation of deletion, the information will then be forwarded to the appropriate Assistant County Manager for their approval to delete the product from the AML.
- Upon approval by the appropriate Assistant County Manager, said product will be deleted from the AML on the LCU web-site, and can no longer be used within LCU's systems.

## REVISIONS

- The LCU Design Manual shall be updated on an as needed basis. Updates are not official until they appear within the Manual and/or the AML on the LCU website.

## DEVIATIONS FROM ESTABLISHED STANDARDS

- The AMLWG, with concurrence of the Director of Public Utilities, is the only authority within LCU that may grant a one-time deviation from the published LCU Design Manual in order to accommodate a product trial, and is the final authority in accepting or not accepting the one-time deviation.
- Approval of the one-time deviation requires a unanimous quorum of the AMLWG.

**EXHIBIT "A"**

**LEE COUNTY UTILITIES**

**NEW PRODUCT APPLICATION FORM**

Application Number \_\_\_\_\_

Date Received \_\_\_\_\_

Submittal Deemed Complete \_\_\_\_\_

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

The Chair of the Approved Material List Working Group (AMLWG) shall review applications for products to be considered for trial use in the LCU system. In order for the AMLWG to properly evaluate your product, please complete and return this New Product Application form. In addition to submitting the required information, a presentation and demonstration may be required by the AMLWG to enable proper review and evaluation of your product. Further requests for test results or other appropriate data may also become required as a result of the presentation and demonstration of the product. Although the AMLWG 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. Incomplete Applications will not be considered by the AMLWG. Failure to provide full disclosure will be grounds for product rejection.

Upon notice that your application is deemed complete by the Chair, copies will be distributed to the AMLWG members for consideration at one of their scheduled meetings. If you wish to appear before the AMLWG to represent your product, please indicate so on the form.

All products will require a trial period in the LCU system as determined by the AMLWG in order to be considered for addition to the AML. Product trials must be approved by the AMLWG. Completion of the trial period does not guarantee acceptance or approval to the AML.

**All products must be included in the AML approved by the AMLWG, the Director of Public Utilities, and the appropriate Assistant County Manager prior to use in the LCU utility system. Updates to the AML are not official until they appear on the LCU website.**

INSTRUCTIONS:

All information requested below must be submitted in its entirety an electronic file in Adobe PDF format to:

Attn: Approved Material List Working Group, Chair  
Lee County Utilities, Engineering Division  
1500 Monroe Street  
Fort Myers, FL 33901

E-Mail to: [LCUApprovedMaterialListWorkingGroup@leegov.com](mailto:LCUApprovedMaterialListWorkingGroup@leegov.com)

GENERAL INFORMATION:

Product Name: \_\_\_\_\_

Product Type: \_\_\_\_\_

Product Model Number: \_\_\_\_\_

Product Use/Application: \_\_\_\_\_

Manufacturer's Name: \_\_\_\_\_

Individual Contact(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Representative's Company Name: \_\_\_\_\_

Individual Contact(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

## SPECIFIC PRODUCT INFORMATION:

- Provide 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 and e-mail address.
    - The AMLWG will contact these references concerning product performance prior to the beginning of the trial period.
- Describe materials and processes used in the manufacture and installation of your product.
- Are there any special conditions required for proper performance of the product?
- Include the current LCU Design Manual Technical Specifications and AML requirements applicable to the products currently listed, and address your product's ability to meet or exceed those requirements and products already approved for use.
- 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 on-going maintenance.
  - Related information. Although not required, your application submittal may include other data to assist the AMLWG in evaluating the product for use by LCU.
- Please indicate whether you wish to appear before the AMLWG to present your product. Any presentation materials other than product samples must be provided to the AMLWG Chair at the time of presentation in an electronic file in Adobe PDF format.