



**SUBJECT: Materials Approval Committee Vendor Submittal
 Requirements for Approved Materials List Consideration**

Dear Applicant:

Eastern Municipal Water District maintains an Approved Materials List (AML) for use in water, recycled water, and wastewater applications. Materials, products, or equipment submitted for evaluation by the District’s Materials Approval Committee (MAC) must meet the physical and chemical characteristics and properties outlined in the District Standard Specifications and Guidelines; and the “Greenbook”.

Review and evaluation criteria will be developed by MAC members for each evaluation. The criteria will be specific to the material or equipment that is being submitted for review and will be outlined prior to submittal.

Therefore, the following submittal package outline, although it may not be a complete list, is an indication of what content must be submitted (at a minimum) for evaluation of materials, products, and equipment for consideration and approval to be appended to the District’s Approved Materials List.

SUBMITTAL PACKAGE

Please include in your submittal package the following items along with any additional information that you may think is valuable for consideration by the District’s MAC.

1. District Sponsor of the material, product, or equipment submitted for evaluation and approval.
2. A copy of this letter signed by manufacturer or manufacturer’s representative acknowledging the following consent agreement.

3. The name of the manufacturer of the material, product, or equipment submitted for evaluation and approval.
4. The name and location of the manufacturing plant, including the complete address of the manufacturing site. If multiple manufacturing plants are listed, please specify where the closest supply warehouse is located.
5. A brief description of the material, product, or equipment to be submitted for approval (including size and model number).
6. A well-structured specification (Construction Specification Institute–CSI format preferred) for the use and application of the material, product, or equipment in question.
7. Certification or proof that the material, product, or equipment in question has already met minimum industry requirements or equal to District specifications.
8. Names of laboratories and public agencies that have tested and approved the product.
9. Provide for and accommodate any physical property tests that may be required by the District’s MAC.
10. If pertinent, any supplementary industry requirements that the submitted material, product, or equipment in question has already met including approval or compliance with any federal, state, or local codes (examples: NSF, UPC, UBC, UL, IC, and etcetera).
11. The track record of the material, product, or equipment in question, citing projects and locations where it was installed or applied. Please include all associated information including the following; the complete address of the project site(s), the name of the project owner(s), the contact information for the owners or agencies including telephone and e-mail, the initial date of installation, commissioning date for each project, and current track record.

CONSENT AGREEMENT

Your approval by the District’s MAC to list your product in the current Approved Materials List shall be contingent to your express consent and agreement to comply with the District’s Policy and Procedures and the following requirements:

1. You shall use only the specific material, product, or equipment that has been submitted and approved by the District’s MAC.
2. Any change or modification in the physical or chemical characteristics of the material, product, or equipment in question shall be disclosed immediately with prompt notice to the District’s MAC.
3. You shall also promptly notify the District’s MAC, in writing, whenever the manufacturer changes, or when the ownership of the manufacturing plant is transferred, especially in connection with the formulation and manufacturing of the material, product, or equipment that has been approved. This change may result in discontinuing use and immediate removal from the Approved Materials List. The product or material would thereby require resubmittal for consideration.

Please provide your complete and organized submittal package in accordance with the requirements outlined above. Attach any additional pertinent information or materials, and email the complete package to your sponsor and courtesy copy kooimanb@emwd.org. Hard copies are not required but may be required after initial review of your submittal. The reviewer or sponsor may contact you and request required hard copies that can be mailed directly to your sponsor.

Please do not hesitate to call me at (951) 928-3777 at extension 4466 or Brenda Kooiman at extension 4862 if you have questions.

Sincerely,



Greg Kowalski, P.E.
Engineering Manager
Materials Approval Committee Chairperson

Acknowledged and Agreed,

Manufacturer
or Manufacturer Representative's Signature

Title

GK/bk