

Procedure 8

New Product Review and Approval

PART 1: Summary

ECUA lists approved manufacturers and/or materials in individual technical specification sections of the ECUA Engineering Manual. Should a manufacturer desire to have a product reviewed for possible inclusion in the Engineering Manual, then they should follow the review process outlined in this procedure.

ECUA evaluates new and existing products for efficient and economical utilization within its system. ECUA is charged with the development of a fair and reasonable methodology to systematically evaluate utility products for use through research and/or field evaluation. It is the intent of ECUA to review and update its compilation of approved materials from time to time, as appropriate, to ensure efficient operation of its systems.

The person making the product review request shall be considered the “product representative”, with such term being used for the remainder of this procedure. This person is typically assumed to be a product sales representative, but at times may be a manufacturer’s representative.

PART 2: Procedures To Request Product Review

Product representative shall follow the following submittal process for product review and potential inclusion in the ECUA Engineering Manual:

- 2.1 *Initial Contact* – Contact ECUA’s Engineering Department at 850-969-3310 and request an ECUA Engineer be assigned to coordinate and review the product review approval process. The ECUA Engineer will request an ECUA operations staff member assistance from an operations standpoint. Engineer will contact product representative to exchange appropriate contact information.
- 2.2 *Initial Submittal* – Submit the following to the ECUA Engineer:
 - 2.2.1 *Request Letter* – Formal letter with the company names, phone numbers, and email addresses of both the manufacturer and the sales representative firm and corresponding point of contacts, and designate which contact will be the “product representative” during the review process. Letter shall request a formal review of one specific product, indicating the applicable technical specification section(s).
 - 2.2.2 *Technical Content* – The subsequent content shall include a copy of the product’s sales brochure, technical cut sheets to include product description, technical specifications, drawings, installation instructions / procedures, catalog information (including part numbers, series numbers, size ranges, quality control procedures, all applicable product standards (NSF, AWWA, ASTM, ANSI, NFPA, UL/FM, Uni-Bell, DIPRA, ISO, etc.) as appropriate for the product, internal/external test results showing compliance with applicable standards, including independent laboratory test results, as appropriate.

- 2.2.3 *Product Sourcing and Availability* – Provide statements and timeframes as to the product’s availability, delivery times, locations of manufacturing facilities, local distribution locations. State if the manufacturing facilities are owned by the company/brand whose name appears on the product or if the product’s manufacturing is outsourced.
- 2.2.4 *Special Installation/Operation/Maintenance Requirements* – List any special requirements, good or bad, of the product as compared to the products typically used in the industry today. A detailed side-by-side comparison of the proposed product to a comparably accepted and used product is recommended. Also list recommended maintenance schedules.
- 2.2.5 *Warranty Information* – Summarize the normal warranty durations, repair/replacement procedures, parts/materials included or excluded per the warranty.
- 2.2.6 *Product References* – Provide reference sheet with multiple utility agency references from Florida. Out of state references may be used as well, however in-state is preferred. For each utility, provide utility name, name of contact person, street address, e-mail address, and telephone number. Also include product application (quantity, size, specific model number, number of years in service)
- 2.2.7 *Overall Justification* – Explain how the product benefits ECUA in terms of prolonged service life, reduced maintenance, reduced life-cycle cost and other relevant aspects. Provide additional justification deemed necessary such as samples, video, or PowerPoint presentations.
- 2.2.8 *Other Information* – Any additional information deemed essential by ECUA. If this information is not presented in a timely manner, the product may be removed from consideration.
- 2.3 *Initial Review* – Upon complete submittal of the information from step 2 above, ECUA Engineer will perform an initial review by consulting with the appropriate ECUA operational personnel.
- 2.4 *Final Review* – The final review will be completed per one of the following two methods:
 - 2.4.1 *Desk Review Process Only* – Should the initial review reveal minimal or no concerns, the product is compliant with the industry norms, meets ECUA specifications, has a proven and reliable history, is not new to the industry, has minimal if any operational risks (i.e. tracer wire), then the ECUA Engineer will typically determine that a desk review of the product will be sufficient enough to complete the review process. A presentation by the manufacturer would typically not be required, but may be still be requested should ECUA desire.
 - 2.4.2 *Field Testing Process* – Should the initial review reveal concerns or questions, and/or the product not meet any of the objectives identified in the desk review process above, then a mandatory presentation will be required. ECUA will choose to either continue or discontinue product evaluation after the presentation. Should ECUA desire to further evaluate the product, then the manufacturer shall be required to provide and/or install, most times free of charge, a sample of the product in the ECUA system, and shall coordinate with ECUA operational staff on the best location for installation and/or monitoring. Product sample shall be installed for a minimum of one year for testing and evaluation purposes. It is the product representative’s responsibility to revisit with ECUA after the one year period to finish the evaluation and review process.

- 2.5 *Rendered Decision* – Approval or denial status shall be rendered by the ECUA Engineer. In rare instances, the decision may be tabled until such time that additional information and/or testing has become available. Said result shall be indicated in a letter sent to product representative, and copies sent to the Engineering Department staff, appropriate ECUA operational staff, ECUA purchasing department, ECUA warehouse, and the three local utility suppliers in the ECUA area. Letter shall include the reasoning for approval or denial as the case may be. If approved, ECUA Engineer will add the product to the ECUA Engineering Manual upon the next available Manual update. Product will not be available for use in ECUA’s system until the Manual is updated with the product’s information.

PART 3: General

ECUA reserves the right to limit the number of approved manufacturers for any specific type of product for the purpose of minimizing inventory of parts, replacement components, and training requirements.

ECUA may, with cause, disapprove and remove from the Manual any previously approved product. Cause may include, but is not limited to, the unavailability of a product or its replacement parts, failure of a product, unresponsiveness on the part of the manufacturer or their representative to resolve product issues, a decline in the quality or performance of a product, or functional obsolescence.