

PROCEDURE 8
NEW PRODUCT APPROVAL

PURPOSE

This procedure establishes the process by which new products may be approved by ECUA for use within the system.

I. Definitions

- A. NEW PRODUCTS - New or changed material or equipment whose specifications differ from that which is contained in "Construction Specifications and Details", and if approved would require the specifications to be changed by addition, deletion, or modification.
- B. EQUAL - A new product that meets the existing specifications and desires approval on an "or equal" basis.
- C. The ECUA Engineering Department will promptly issue a letter of "acceptability" or a letter of "denial" with an explanation.

II. "EQUAL" APPROVAL

- A. The request for approval on an "equal" basis may be submitted by Developer, Engineer, Contractor, Distributor, or Manufacturer.
- B. The request shall include:
 - 1. Product specifications and data sheet.
 - 2. Local availability and service.
 - 3. References from other locations where used.
 - 4. Descriptive narrative explaining why product is equal to specified product.
- C. The ECUA Engineering Department will promptly issue a letter of acceptability or a letter of denial with an explanation.

III. CONDITIONAL APPROVAL

- A. The request for "conditional approval" shall be submitted by a Developer, Engineer, or Contractor for use on a specific project to the Engineer-of-Record who will assemble all pertinent information prior to submitting the request for "conditional approval" to the ECUA Engineering Department. The information, in duplicate, shall include, but not be limited to the following:

1. Product specifications and/or data sheet.
 2. Analysis of how it differs from ECUA specifications.
 3. Evaluation of its functional ability.
 4. Economic justification for use.
 5. Local availability and service.
 6. References from others who have or do use.
- B. The ECUA Engineering Department will promptly make an evaluation of submitted information, sending a copy to the responsible operating department. The response to the Engineer-of-Record will be a letter as follows:
1. A favorable response would authorize the new product to be used on the specific project as requested, and may contain some conditions, such as specific testing or inspections; and a time frame for full acceptance with inclusion in specifications.
 2. An unfavorable response could be a rejection or merely a request for added information and will contain an explanation.
- C. If a "conditional approval" is given in III.B.1., it will be for a specific project only and each time it is requested to be used a new approval must be obtained until the time or testing period previously established has been met. At that time a request for "final approval" may be submitted. Response to follow:
1. A letter of "final approval" will be issued if after review of available information which may include additional inspections or testing, it is determined that inclusion in ECUA specifications is warranted.
 2. A letter of rejection or continuation of conditional approval will be issued if the results of V., A. would so indicate.
- D. If "final approval" has been issued as in III.C.1., the appropriate sections of "Construction Specifications" will be revised and available for the next edition of the Manual.