

**CITY OF COLUMBUS
DEPARTMENT OF PUBLIC UTILITIES
DIVISION OF SEWERAGE AND DRAINAGE**

NEW PRODUCT COMMITTEE SUBMITTAL GENERAL POLICY AND PROCEDURE

I. Purpose

- To provide means whereby Manufacturers' product representatives may submit their products to the Department of Public Utilities, City of Columbus (DPU-COC) for evaluation. This provides a systematic process that ensures that products, both current and new, are equitably evaluated and the names of these approved products are disseminated to Contractors and project personnel.
- To provide a singular contact within DPU-COC through whom recommended changes regarding materials specifications from the Manufacturers can be advanced.
- To define the process whereby experimental features are considered for evaluation on DPU-COC Division of Sewerage and Drainage construction and maintenance projects.

II. Authority.

Director of Department of Public Utilities

- III. Applicability.** This policy shall be applicable for the evaluation and recommendation for preliminary approval of new products, materials, and procedures for use within the City of Columbus Department, Public Utilities operations. The preliminary approval process flowchart is attached hereto as Appendix "A". To orchestrate and monitor this new policy, the Department of Public Utilities, Division of Sewerage and Drainage, has formed a committee titled: "New Product Committee" (NPC). The group is committed to ensure that the City of Columbus is using the best products and procedures available.

- IV. Effective Date.** This policy shall be effective as signed and shall apply to all new products, materials, and or procedures proposed for use within the Right of Way of the City of Columbus.

- V. Procedure.** Before consideration for approval, the following steps must be followed:

- 1- The applicant shall submit a written request addressed to the Administrator of the Division of Sewerage and Drainage for evaluation and preliminary approval of the proposed product, material or process. This request should explain in detail what the item or process is and how it would be used in conjunction with the City's collection system, along with the potential cost savings associated with the product. This cost saving could include, but not limited to, cost of material, cost of installation, cost of operation, life-cycle cost, etc. The request shall also include approval received from other municipalities or agencies and the time period the product has been on the market.(Appendix B)

Mail the Approval Request Letter to:

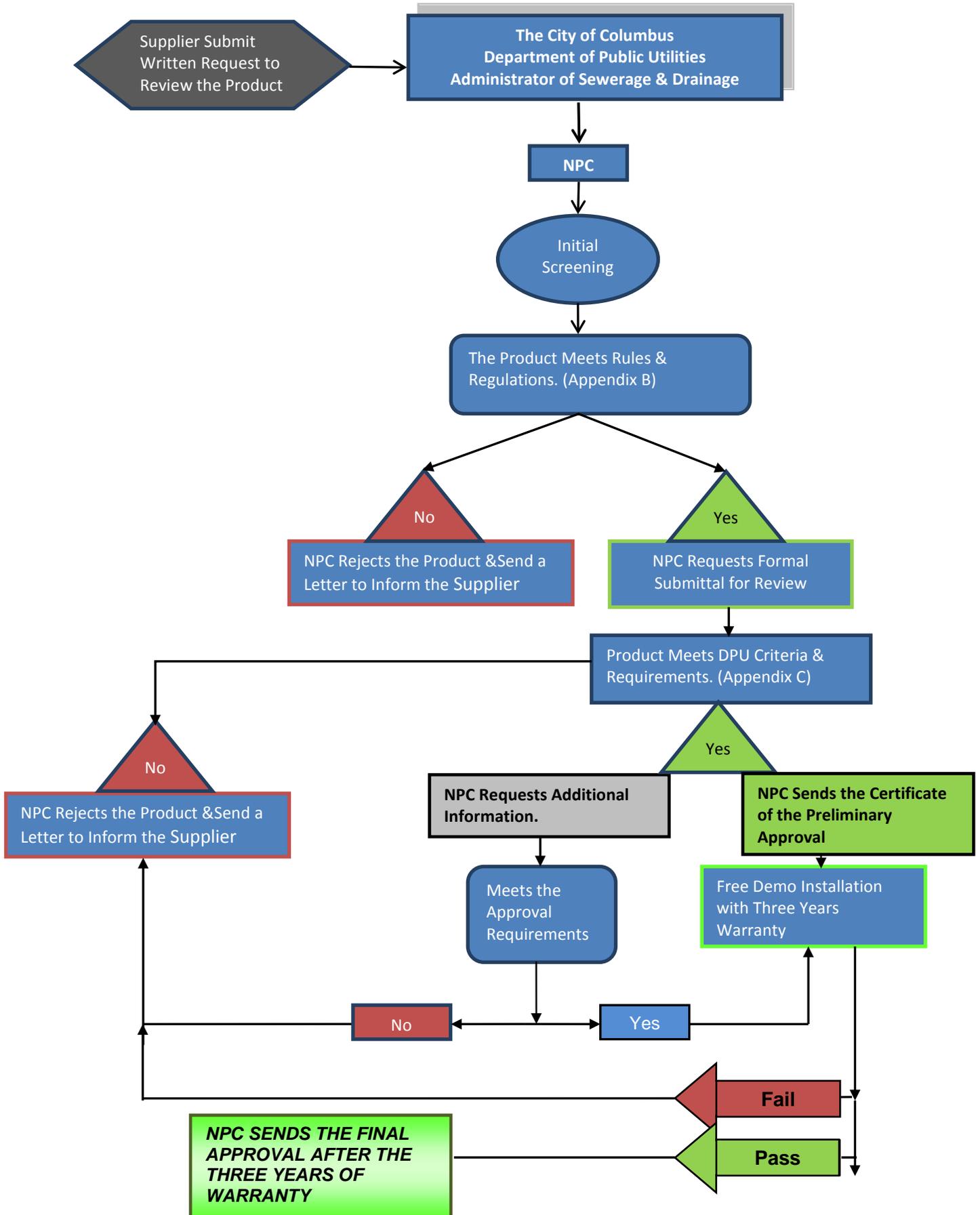
John Newsome, P.E.
City of Columbus
Division of Sewerage and Drainage, Administrator
1250 Fairwood Ave, Columbus, Ohio 43206

- 2- The Administrator will direct this application to the New Products Committee Chairperson for initial evaluation. The New Product Committee will review the submittal; conduct initial screening as to the City benefit of using the product/process. After this initial review, the New Product Committee shall decide whether or not the product/procedure warrants further consideration, and shall notify the manufacturer or the manufacturer's representative in writing as to this decision.
- 3- If it is determined that the product/procedure will be considered for preliminary approval. The NPC will ask the applicant to submit four (4) copies of the of the "Criteria for Preliminary Evaluation of New Sewer Collection System Products" (Appendix C), in three ring binders with corresponding numbered tabs separating each individual item, as well as an electronic PDF format.
- 4- The New Product Committee (NPC) will review the product application and attachments; if the NPC's recommendation is to approve the new product, the NPC will send the manufacturer an approval letter and the Certificate of Preliminary Approval to be signed and return to the City. If the NPC requests additional information, the NPC Chairperson will send the manufacturer a letter requesting additional information about the new product.
- 5- Once the signed copy of the Certificate of Preliminary Approval has been returned to the City, the City will determine the location of a demonstration installation. The manufacturer licensed sewer tappers shall install the product, at the manufacturer's sole cost, within a section of the collection system designated by the City. The applicant will be responsible to maintain a listing of projects that the product/process was used on for subsequent evaluations.
- 6- After an acceptable installation of the product, the product will be added to the City's Preliminary Approved list, and may be used on City of Columbus projects. The preliminary approval period shall extend for three years thereafter.
- 7- Upon the effective date of this Policy, and No sooner than **three years** from the date of installation, once a sufficient quantity and/or projects were installed or constructed as to enable the City to make a final judgment to its value or advantage, the supplier may initiate a letter for enlisting his product/procedure on the full approval list of the City. At its own discretion, and once the City has determined that a sufficient quantity and or time has elapsed to make a final judgment as to the value or advantage to the City, a letter of full acceptance or non-approval will be issued whether or not an initiation letter is provided by the supplier.
- 8- When full-approval is granted, the product, material, or process will be listed on the City's website as Fully Approved on the official "Approved Producers/Products" document.

VI. Types of Products for Review and Evaluation. The New Product Committee will review and evaluate any product goes under the following categories:

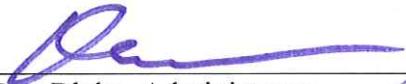
1. Sanitary and Storm Pipes.
2. Manholes Chimney seals.
3. Manholes Rehabilitation Liners.
4. Main Line Rehabilitation Liners.
5. Wye Connections & Repair Couplers.
6. Manhole appurtenances - frames and covers
7. Service line liners.
8. Green Infrastructure – control structures.

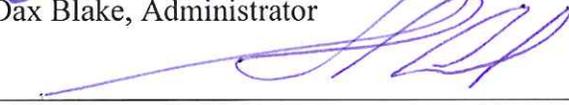
APPENDIX "A": NEW PRODUCT COMMITTEE FLOWCHART



CITY OF COLUMBUS
DIVISION OF SEWERAGE AND DRAINAGE
RULE AND REGULATION NUMBER
PN0200-2007

SUBJECT: Evaluation and Approval of Division of Sewerage and Drainage New Sewer Collection System Products

APPROVAL:  DATE: 9/13/07
Dax Blake, Administrator

APPROVAL:  DATE: 9/17/07
Tatyana Arsh, Director of Public Utilities

All requests for new products to be approved for use in conjunction with activities performed by the Division of Sewerage and Drainage (DOSD) within the City of Columbus sewer collection system shall be evaluated by the DOSD New Products Committee. For this rule and regulation a sewer collection system product shall be defined as a product to be used in conjunction with the construction, maintenance, rehabilitation or environmental compliance of the City's sanitary, combined and storm sewers.

The manufacturer, or the manufacturer's representative, shall be required to provide all information requested in the "Criteria for Preliminary Evaluation of New Sewer Collection Products." The MANUFACTURER must complete the agreement set forth in the "Certificate of Preliminary Approval of New Sewer Collection Systems Products."

PROCEDURE: Before consideration for approval of any new product for use in the City collection system, the following procedures are to be followed:

1. The product manufacturer, or manufacturer's representative, shall submit a **detailed** written request to the Administrator of the Division of Sewerage and Drainage (Administrator) for preliminary approval of the product. The written request shall include the following criteria:
 - a. The name of the product and how it would be used in conjunction with the City's collection system.
 - b. Potential cost savings associated with the product. This cost savings could include, but not be limited to, cost of material, cost of installation, cost of operation, life-cycle cost, etc.
 - c. Approvals received from other municipalities or agencies.
 - d. The time period the product has been on the market.
2. After review of the detailed written request, the Administrator shall decide whether or not, in his or her sole discretion, the product warrants further consideration, and shall

notify the manufacturer or the manufacturer's representative in writing as to this decision.

3. If it is determined that the product will be considered for preliminary approval, the manufacturer shall submit six (6) copies of the required "Criteria for Preliminary Evaluation of New Sewer Collection Products" in a three ring binder with tabs separating each individual criteria. Submittals shall be made to:

New Product Committee Coordinator
Division of Sewerage and Drainage
SSES Section, Room 1021B
1250 Fairwood Avenue,
Columbus, Ohio 43206

The New Product Committee Coordinator shall notify the manufacturer or manufacturer's representative in writing of the scheduled review date for the "Criteria for Preliminary Evaluation of New Sewer Collection Products."

4. If it is determined that the product meets or exceeds all the criteria for preliminary evaluation and the new products evaluation committee unanimously agrees the product should be given preliminary approval, then the manufacturer and the City of Columbus, Division of Sewerage and Drainage shall execute a "Certificate of Preliminary Approval of New Sewer Collection Products", which outlines the requirements agreed to by the manufacturer and the City of Columbus.

Upon the findings of the final product evaluation indicated in the Certificate of Preliminary Approval of New Sewer Collection Products, the City will determine whether or not to reject further installations of the product or issue full approval status for the product.

**CRITERIA FOR PRELIMINARY EVALUATION OF
NEW SEWER COLLECTION SYSTEM PRODUCTS**

Any manufacturer requesting a preliminary evaluation of new collection system products for use in the City of Columbus shall meet all applicable criteria herein. The manufacturer or the manufacturer's representative shall submit this information. Sections which are not applicable to your product may be omitted. A letter shall be included in the front of the submittal indicating sections which were omitted and a brief explanation as to why.

1. The product shall meet and conform to all requirements of every appropriate and applicable ASTM, AASHTO, NASSCO specification, and any other applicable professionally recognized specification(s). Manufacturer shall provide copies of all appropriate and applicable specifications and documentation. Manufacturer shall also supply its own recommended construction specification.
2. Provide material test data for the specific material proposed to be used in the City of Columbus sewer collection system. Testing shall be performed by an independent laboratory certified to perform testing in compliance with the appropriate professionally recognized standard specification(s) referenced in section 1. These tests shall have been performed within three (3) years of the date of the submission of these criteria.
3. Indicate the environmental benefits of the product.
4. Give the name, title, address and telephone number of the municipal contact for a minimum of three (3) municipal sewerage/drainage projects successfully completed in similar regional conditions (i.e., freeze/thaw, rainfall pattern, etc.) within three (3) years of the date of the submission of these criteria. Provide a description of job, cost, prime and sub-contractor, and any other useful information (i.e. pictures, video, size, length, pipe/manhole material to which applied, tributary area, etc.). The City shall contact and/or visit the contacts referenced for information on cost, ease of installation, maintenance, repair, performance, etc.
5. Provide a list of current regional projects, including notice to proceed date, contact names, titles, addresses, and telephone numbers of the utility or agency, as well as prime and sub-contractors. The City may visit construction sites to observe/inspect standard installation conditions and procedures.
6. Indicate if a plant tour of the closest regional production facility can be arranged. The City, where practical, may visit the manufacturer's production facility to observe and inspect the operation.

7. Manufacturer shall supply information on expected service life of product and supporting data.
8. Manufacturer shall supply detailed shop and working drawings, including accessories and fittings.
9. Manufacturer shall supply detailed installation, maintenance, and repair instructions and shall supply necessary design manuals, warranties, guarantees, operations guides, etc.
10. Manufacturer shall supply storage and handling instructions.
11. Manufacturer shall furnish a list of recommended spare and repair parts, fittings, their prices, availability, and delivery time.
12. Manufacturer to provide information on how to make future connections to the product.
13. Manufacturer to provide information on parent company, a list of the local/regional suppliers, and a list of regional licensed installers.
14. Manufacturer shall list possible installation problems including resulting defects in the finished product and methods and material to correct these problems.
15. Manufacturer shall provide information on availability of training for the City personnel, time involved, location of such training and cost. The City shall only pay for training in which certification is provided.
16. Manufacturer shall provide information, including name, title and phone number, of Engineering Design and/or Technical Support staff for the product. The manufacturer should specifically indicate whether or not they provide technical support to their licensees during construction projects.
17. The Manufacturer shall notify the City of any changes to their product. This shall include, but not be limited to, physical components of the product, parent company, licensees, suppliers, technical support, etc. Changes in product may, based on the sole discretion of the Administrator or his or her designee, require a resubmittal of the product for approval.
18. Additional documentation, data, or information may be requested by the City to complete the evaluation.
19. If approval is granted, it will be a conditional approval, per the requirements of the "Certification of Preliminary Approval of Sewer Collection System Products."

THE CITY WILL HAVE SOLE DISCRETION IN APPROVING OR DISAPPROVING PRODUCTS SUBMITTED. INCOMPLETE SUBMITTALS OR SUBMITTALS CONTAINING ILLEGIBLE DOCUMENTS WILL NOT BE REVIEWED.