



CITY OF HENDERSON
APPROVED MATERIALS LIST

NEW PRODUCT PROTOCOL

The design and construction of all water distribution facilities within the City of Henderson must comply with the requirements as set forth in the Uniform Design and Construction Standards for Water Distribution Systems. Similarly, the design and construction of wastewater collection facilities must comply with the requirements established in the Uniform Design and Construction Standards for Wastewater Collection Systems. In addition to these documents, the City has also compiled an official list containing those materials that are approved for installation in the City's water and wastewater service areas (i.e., "Approved Materials List"). The following procedure shall serve to outline the steps that must be followed in order to add new products to the Approved Materials List document. It is the intent of this document to establish standard guidelines and criteria for analyzing such requests and to provide consistency in the review of all applications. It is the intent of this "list" to cover all standard products and materials used in water distribution and wastewater collection systems, for pipe sizes up to and including 12-inches and 15-inches in diameter, respectively. All products and materials used in conjunction with water and sewer mains larger than this will be viewed on a case-by-case basis and therefore shall be incorporated into the specific design of that system. It is not the intent of the Approved Materials List document to incorporate the types of products and materials used under those circumstances.

In order to provide uniformity in the review of all applications, as well as enable the processing of all applications in an expeditious manner, the City shall establish a review committee that will meet on a quarterly basis. At a minimum, this committee shall consist of representatives from the following groups:

Department of Utility Services

Public Works Department

Technical Services (committee chair)
Meter Services
Field Operations
Water Operations
Wastewater Operations

Quality Control

The attached application form must be completed in its entirety. It shall be the sole responsibility of the applicant to provide sufficient material, necessary to allow thorough analysis of the product in question. The following protocol shall serve to assist the applicant in understanding the review criteria that is being used to process each application. It is strongly recommended that the applicant understand the evaluation criteria *before the application is submitted*. Each criterion shall be evaluated solely upon the information provided with the application. It shall also be the applicant's responsibility to ensure and confirm the City's receipt of the application and associated documentation.

Applicant shall also take notice that it will be a requirement of all proposed products that they meet current standards established by independent testing agencies and are recognized as acceptable standards within the industry. Such independent testing agencies include, but are not limited to the National Sanitation Foundation (NSF), American Water Works Association (AWWA), American National Standards Institute (ANSI), the American Society for Testing and Materials (ASTM) and the University of Southern California (USC) Foundation for Cross-Connection Control and Hydraulic Research. **All applicants shall fully understand that any product that does not meet the appropriate industry standards established for that product will be immediately rejected with no further consideration given by the City.**

PROCEDURE FOR ADDING NEW ITEMS TO THE APPROVED LIST

Any material manufacturer, supplier, or a representative of the City may submit an application for adding a particular item or product line of items, to the Approved Materials List. One application may be submitted to cover an entire product line, or a range of sizes of a particular product.

The following protocol shall serve to describe the entire application process.

1. The applicant shall submit a completed application form to:

City of Henderson
Department of Utility Services
Attention: Approved Materials List Committee
240 Water Street, MS 124
Henderson, Nevada 89015

All backup material required to properly analyze each product must accompany each application. **Be advised that the evaluation of each application and the subsequent determination made shall be based solely upon the information provided with the application.** A minimum of eight (8) copies of all backup materials must be provided with each application.

In all cases, it is up to the applicant to demonstrate to the satisfaction of the City that the product meets or exceeds the City's requirements for industry certification, material quality, suitability, and availability. The applicant in the form of written specifications, explanation and approved independent testing certifications shall provide justification for acceptance of the proposed product. It is also recommended, although not required that the applicant provide a sample of the proposed product that the City may use as a reference.

2. Upon receipt of the completed application form, a copy of the form and all of the backup material will be distributed to each member of the review committee at the next scheduled committee meeting.

APPEALS PROCESS (For proposed additions to the Approved Materials List)

The City of Henderson has established an appeals process as part of the new product protocol. In order to appeal any decision that is made on an application, the applicant must submit a written letter of appeal **within 15 calendar days** from receipt of the original notice. Such written appeal shall be sent via certified letter and shall be addressed to:

City of Henderson
Department of Utility Services
Attention: Approved Materials List Committee
240 Water Street, MS 124
Henderson, Nevada 89015

The written appeal shall include the applicant's reason(s) for objecting to the City's decision. It is strongly recommended that the applicant provide with the written appeal, all documentation that he feels is necessary in order to strengthen his position of appeal.

The City shall respond to all appeals within 30 calendar days from receipt of the appeal. Such response shall be considered the City's final decision and therefore there is no appeal process available to the applicant, thereafter.

There may be an occasion whereby the review committee will require additional time to thoroughly process the appeal. If so, the applicant shall be notified of such within the 30-day timeframe.



**City of Henderson
Approved Material List
APPLICATION FOR NEW PRODUCT (S)**

Note: Incomplete applications will be returned unprocessed

Date of Application: _____

Company Name							
Address							
Contact Person		Phone Number		Fax Number			
Manufacturer (If not applicant)		Supplier (If not applicant)					
Product Nomenclature		Model No.		Series			
Description/Use of the Product:							
Have you included a sample?		Would you like this sample returned?					
List Testing Certifications (Required – See Info sheet for details)	1.	List Attached Items (provide a min of 8 copies of each)	1. References (Minimum of 3 required)				
	2.		2.				
	3.		3.				
	4.		4.				
	5.		5.				
	6.		6.				
	7.		7.				

******DO NOT WRITE BELOW THIS LINE - - FOR COH USE ONLY******

Application No. _____ Initial _____

Average Score: _____

Material Quality _____ Material Suitability _____ Material Availability _____

Total Score: _____ **Accepted** **Rejected**