



**CITY OF BATON ROUGE / PARISH OF EAST BATON ROUGE
DEPARTMENT OF PUBLIC WORKS**

NEW PRODUCT REVIEW PROCEDURE

DECEMBER 2007



1.0 General

The East Baton Rouge Department of Public Works (DPW) has approved the use of the products and equipment listed in the "Qualified Products List" (QPL) in its wastewater collection, transmission and treatment facilities. The intent is to ensure that equipment that is specified in future contracts is appropriate in nature, represents best value and whenever possible is similar to the equipment that is already incorporated in these facilities. This reduces the number of spare parts that the DPW must keep on hand in order to maintain its facilities working efficiently as well as to be able to respond effectively for emergency repairs. At the same time, it reduces the number of different equipment types that the maintenance staff must be familiar with in order to be able to provide effective repair/maintenance services. Consultants shall therefore specify such equipment, where applicable, in the design and contract Specifications unless these have been changed at the Pre-Design or Detailed Design phase of the project.

2.0 New Product Review Committee

The New Product Review Committee's (NPRC) stated purpose is to review and approve new equipment and materials for design purposes, equipment replacement, and new equipment installations at the wastewater treatment plants, wastewater storage reservoirs, pumping stations, collection and transmission systems, and other facilities within the Parish.

To provide timely responses to requests for product reviews, the Chairperson will convene, at a minimum, quarterly meetings to review any new submissions. Meetings to hear presentations from suppliers and equipment manufacturers, and product reviews will be scheduled on a minimum quarterly basis, or more frequently as deemed necessary by the NPRC Chairperson.

The structure of the committee allows input from the Program Management, Engineering, Operations, and Maintenance Divisions. The NPRC consists of 8 members from DPW and Program Management staff as follows:

Engineering (4), Wastewater Operations (1), Operations & Maintenance (2) and Construction Engineering (1)

Initially the Committee may utilize subcommittees, each responsible for specific categories of products. These categories may include but are not limited to, are:

Electrical & Instrumentation
SCADA
Process
Laboratory
Mechanical

Each subcommittee will meet at the direction of the NPRC (frequency ultimately depends upon the quantity of products to be reviewed) in order to ensure timely consideration of submitted products for evaluation. Each subcommittee will review the product and



submit a report to the NPRC with its recommendations. The NPRC will accept this report and render its decision within 30 days. A majority vote by the committee is required to accept any new product.

Other interested Regional staffs that are not sitting on these committees, may become involved in the Product Review Process with specific products of interest to them.

3.0 New Product Definition

New equipment and/or new material is any product which has not been included in the QPL. No new product shall be included in the QPL without review and written approval by the NPRC.

The QPL applies to replacement and installation of equipment, as performed by Plant Operations, Plant Maintenance, and Construction Projects at the wastewater treatment plants, pumping stations, collection and transmission system, and other facilities within East Baton Rouge Parish.

During emergency repairs required to restore services, products and materials not included in the QPL may be used.

4.0 Lunch and Learn

"Lunch and Learn" or other information presentations are considered external to the product review process. Suppliers and/or manufacturers of new products must follow the review process.

5.0 Requests for Consideration

To initiate a product review, complete and submit a New Product Review Form (see Attachment A). This can be done by manufacturers, consultants, sales representatives or other interested parties. Please submit one form per product. All New Product Review form inquiries or questions should be addressed to the Chairperson.

The NPRC will review only one application for a specific product, regardless of applicant, once within a one year time frame.

The New Product Review form must be accompanied by an information package before the product can be brought to the NPRC for consideration. The New Product Review form must consist of eight (8) complete hard copies (a digital copy in PDF format as a single bookmarked file may be requested) containing the following information:

1. Supplier/manufacturer's company name and address;
2. Applicant contact name and contact information;
3. Product name;
4. Designed or intended use for the product;
5. Manufacturer's brochure that provides a component-level understanding of the product,
6. Product standards and specifications,



7. Material safety data sheet (MSDS), if applicable.
8. Listing of applicable standards and the products status with regard to approval with reference numbers (AWWA, ASTM, ANSI, NFPA, NSF and others),
9. Test results showing compliance with applicable standards, including independent laboratory test results, if requested.
10. Information on installation, use and product specifications,
11. A brief history of the product manufacturer. (i.e. length of time in business, market and quality objectives, etc.)
12. A brief history of the product(s), (i-e. length of time in production, modifications, compatibility with other similar products, how long the manufacturer expects to continue product(s) production).
13. Maintenance requirements, special equipment and procedures, recommended maintenance schedules, availability of service and training required.
14. A statement on the availability of the product(s) and replacement parts. (i.e. supplier names and locations, size of inventory, maximum delivery time, etc.) .
15. Cost to supply and maintain product, if available.
16. Product references (municipal or public users) shall include users' name, address and telephone number, product application and number of years in use, and name and telephone number of a contact person having knowledge of the particular usage.
17. Explanation of how the product benefits the Division in terms of prolonged service life, reduced maintenance, reduced life-cycle cost and other relevant aspects.
18. Indicate if there are any special conditions (such as pipe size) for optimal performance of the product. Specify conditions or requirements for optimal performance. Where appropriate, include the engineering data required for proper application of the product.
19. Indicate relevant safety factors, and pressure, temperature, or environmental limits.
20. Provide information relating to patents, licenses, user fees and/or franchises held on the product.
21. Provide any other related information

Although not required, application submittal may include other data to assist the NPRC in evaluating the product. This information could include brochures, videotapes, product samples and/or photographs. The NPRC cannot be responsible for return of these materials. (One (1) copy of video tapes and product samples is sufficient for committee review.)

The applicant's New Product Review form will be placed in queue and presented to the NPRC at the earliest convenient date. The NPRC's workload and the number of requests received will dictate the timeline for resolution. After a general review of the applications, one of three (3) decisions will be reached:

- 1) the product is not warranted for further consideration as per Section 5.1
- 2) the product warrants further consideration
- 3) the product is granted approval as per Section 7.0



5.1 Not Warranted

The NPRC may deem the product **not warranted** for further consideration based on the following:

- (a) the product is not within the jurisdiction of the NPRC;
- (b) the NPRC fails to find a value in the product,
- (c) the product does not meet specifications,
- (d) the number of similar products currently listed in the QPL is sufficient and additional products are not needed.
- (e) Other considerations dictate that the product not be approved.

The proceedings will cease and the applicant will be notified specifying the reason for refusal. If the product is not warranted, the applicant, or any other person, must wait for one (1) year from the date of decision before re-submission. The one-year waiting period is to ensure that the manufacturer adequately reviews and assesses their product for significant changes to warrant re-submission.

The Chairperson may reject from evaluation, those products with no apparent or significant application for use by DPW, or products which are deemed not to be far enough along in the development process to be effectively evaluated.

5.2 Warranted

The NPRC will further investigate the product as described in Section 6.0: In-Depth Review Procedure.

6.0 In-Depth Review Procedure

For products considered "warranted" under Section 5: an In-Depth Review will be conducted. The NPRC Chairperson will notify the applicant of its requirements within 60 days after the receipt of the request. The investigation may consist of any of the following:

- (i) Presentation before Committee;
- (ii) Reference checks;
- (iii) Samples (as appropriate);
- (iv) In office or site demonstration;
- (v) In field application performed by municipal staff
- (vi) Site visit to previous installations or manufacturing facilities
- (vii) Laboratory testing
- (viii) Pilot Study
- (ix) Other tests or demonstrations deemed necessary by the Committee
- (x) Other information requirements as determined

6.1 Presentation

Following review of the submittals the NPRC may request a presentation by the representative at a regularly or specially scheduled NPRC meeting to demonstrate the product or provide additional information. In addition, submitters may request time for a formal presentation to the Committee. This would be especially beneficial for products or



procedures that are unique or are significantly different from those currently approved or used. Such requests should be made through the NPRC Chairperson. Formal presentations, including questions, are limited to no more than one hour.

Representatives at the meeting should be in a position to offer any type of background on product use and locations, design, and reference checks. These representatives should also have the authority to approve a trial run in East Baton Rouge Parish. When additional information is desired by the NPRC, it may request additional information from the sales representative, or that they work with members of the NPRC or their appointees to develop an in-depth study.

6.2 Product Demonstration

The need for product demonstration or sample may be determined by sales representatives to better promote their product, or may be at the request of the NPRC to gain a better understanding of the product. All costs associated with the supply and delivery of the product for demonstrations purposes will be incurred by the supplier.

6.3 Field Tests

Some products may require a test period to evaluate the field performance of the product. The requirement for test installations will generally be requested by the NPRC during their review. The duration of the field test will be determined by the NPRC for each individual product. The Chairperson or his designate will serve as study coordinator in the development and presentation of these reports to the NPRC. Procedures for testing or evaluation shall be as agreed upon between the supplier and the NPRC. Results will become a part of the product file and will be made available to the supplier upon request.

All costs associated to the trial test period shall be borne by the applicant. These include but are not limited to: installation costs, the costs to remove or expose the product (in some cases), laboratory testing, and any other costs that may be deemed necessary by the NPRC to fully monitor and evaluate the product.

6.3 Pilot Study

If the NPRC determines that a long term field test is required to adequately assess the product, a pilot study may be requested. The applicant may arrange for other municipalities to participate in the pilot study. The pilot study must be fully documented to the satisfaction of the NPRC and the participating municipality.

The trial test site location(s) will be recommended by the applicant for consideration by the NPRC and the participating municipality. More than one test site location may be selected for trial. Operations staff from the municipality where the product is being tested must be present during the installation process. The performance of the product is to be evaluated at the end of the probationary period. The probationary period shall be of a minimum duration determined by the NPRC. At any time the NPRC reserves the right to extend this probationary period, as deemed necessary.



Procedures for testing or evaluation shall be as agreed upon between the supplier and the NPRC. Results will become a part of the product file and will be made available to the supplier upon request.

7.0 Selection Criteria

Acceptance of the new product or equipment for addition into the QPL will be guided based on performance, maintenance requirements, life cycle costs, availability of spare parts and response of vendor to the DPW, as well as achieving successful field trials. In a similar manner, existing products or equipment may be de-listed based on the established criteria.

8.0 Approvals

Following the NPRC review, and provided no further information is required, a letter outlining the NPRC's decision will be sent to the applicant and other interested parties. The letter will also outline the reasons for that decision. This is the final step in the Product Review Process. The decision rendered will be one of the following:

1. The product/equipment is **approved** for general use.
The product/equipment is approved for general use and will become part of the QPL when the subsequent issue of the list is released. The applicant may seek "approved equivalent" status, to gain permission to use a product for a particular project prior to the issuance of the QPL. The notification letter from the NPRC may be used as support for "approval equivalent".
2. The product/equipment is **conditionally approved**.
The Committee may choose to allow the use of a product, but with certain restrictions. The use of a product/equipment may be limited to pre-approved applications. If conditions or restrictions are imposed, the reasoning will be provided. The product may, or may not, be listed in the QPL.
3. The product/equipment is **not approved**.
The product/equipment may not be used in the DPW's systems. Notification will be sent to the applicant indicating that the product/equipment is not approved. Reasons will be provided.

The **approval** for a product or equipment is limited to the stated model(s), conditions or standards/specifications at the date of approval. Any modifications require additional review and approval. Products previously granted approval will not be required to be re-reviewed by the NPRC for minor changes that do not impact the functionality of the product, unless it is determined that the changes may affect how the product performs for its intended use.

9.0 Maintenance of the Approved Products List

Once products have been approved, a letter will be sent to the product representative and other interested parties. A copy of this letter will also be circulated to appropriate DPW staff.



The review process will be documented and kept on file by the NPRC.

Products in use by the DPW are subject to ongoing consideration and evaluation by the NPRC. Input from DPW staff and other concerned outside agencies is encouraged to identify problems encountered with products on the list. When changes, deletions or additions become necessary and are approved, the product list will be revised and included in updates to the QPL. It is the responsibility of the holders of the QPL to ensure they are referring to the most recent amendments.

A copy of the approved QPL will be posted on the DPW website.

10.0 Removal of Products

Existing equipment may be de-listed as deemed necessary, by the NPRC. Products may be removed from the List for any of the following reasons:

- a) The DPW changes specifications or standards that preclude the use of any particular product.
- b) Vendors fail to satisfactorily respond to inquiries or service requests.
- c) Non-use of a product for a period of two years or more may result in the removal from the list.
- d) Products will be removed from the list when they are deemed obsolete by the NPRC, are no longer manufactured, or are requested to be removed by the vendor.
- e) The product is found to be defective.
- f) Repeated or likely installation errors.
- g) Performance problems.
- h) No satisfactory action has been taken by the manufacturer to correct a defect or associated problems with a product.
- i) Parts or service has become difficult to obtain or is cost prohibitive.
- j) If the product no longer meets the relevant standards. For example, the current American Water Works Association (AWWA) Standards and amendments, American Society for Testing and Materials (ASTM), National Sanitation Foundation (NSF); other applicable standards.
- k) Local Municipal or Regional By-Laws.
- l) Health or Safety issues.
- m) Regulatory non-compliance
- n) Process reliability

Any interested parties may notify the NPRC of issues regarding the performance of new and existing products used in the field. Negative feedback shall be submitted to the NPRC for review. Should it become necessary to consider a removal of a product from the QPL, the procedure shall be as follows:

- a) The review process will be initiated when a member of the NPRC tables a motion for a product removal consideration.



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- b) The Chairperson will notify the manufacturer or the supplier that consideration is being given to remove the product from the QPL. The product manufacturer and/or its supplier representative will be given an opportunity to appear before the Committee.
 - c) Upon the completion of the Committee's review, the Chairperson will remove the product (if so decided) from the QPL and will notify the interested parties that the use of the product will be discontinued.

If the reason is health or safety related, regulatory non-compliance or process upset; removal from the QPL may be issued prior to notifying a representative of the manufacturer. A notification will also be circulated to the users of the QPL.

11.0 Moratorium

Products or Equipment that are **not approved** may be reconsidered, if the applicant can supply additional information that may influence the stated basis for the NPRC's decision. However, the NPRC reserves the right to not approve any product or equipment deemed to be incompatible with our current methods and materials and to limit the number of approved manufacturers or models of any particular types of products. Ultimately the best interests of DPW will be paramount in its decision.

The applicant, or any other person, must wait for one (1) year from the date of rejection before reapplication. The one-year waiting period is to ensure that the manufacturer adequately reviews and assesses their product prior to re-submission.

If the product is removed from the QPL, the manufacturer and supplier must wait for two (2) years from the date of removal before re-submission. The application for re-submission must include a written statement outlining improvements/changes made to the product and/or its supply.

12.0 Construction Specifications

Once a product has been granted approval by the NPRC, the product may be named in Construction Specifications. In case of any inconsistency, conflict, or differences by design decisions between the products named in the QPL and the Construction Specifications, the Construction Specifications shall govern.

Inclusion of a product into the QPL does not constitute mandatory use of the product.

The DPW Standard Specifications and the QPL are living documents and will be updated as required.



ATTACHMENT A
NEW PRODUCT REVIEW FORM