Public Works and Environmental Services Department
WATER AND WASTEWATER SERVICES - ENGINEERING
POLICY & PROCEDURES
WWED #001

TECHNICAL STANDARDS COMMITTEE

PURPOSE:

The Technical Standards Committee (TSC) shall be responsible for the creation and maintenance of water and wastewater technical standards and to review and pre-approve new and existing products which shall be used in the WWS Minimum Design and Construction Standards.

The GOAL and INTENT of the TSC is to:

- Establish a consistent mechanism for evaluating new products.
- Review and evaluate new and existing technologies and products for utilization in the rehabilitation and construction of the WWS utility system.
- Encourage standardization of parts/products.
- Establish and maintain technical standards reflective of current products and technologies in water and wastewater field.
- Evaluate and approve/disapprove one time deviations from the technical standards.
- Evaluate “failures” in the WWS utility system to determine if changes to technical standards are required.

As used above the WWS utility system specifically excludes raw water supply, water and wastewater treatment facilities, and wastewater effluent disposal facilities except when those facilities (for example, pipe) are used in the remaining parts of the WWS utility system. Reclaimed water is part of the WWS utility system.

Members

The TSC shall consist of eight (8) WWS staff members. Four (4) members shall be appointed by the Director of WWED, three (3) shall be appointed by the Director of WW Operations Division (WWOD) and one (1) shall be appointed by the Director of WW Financial Operations Division (FOD). The TSC shall elect a Chair annually by majority vote. A meeting quorum shall consist of a minimum of five (5) members in attendance. Additional WWS staff may be asked to attend TSC meetings in a non-voting capacity to provide technical expertise on a product and/or procedure, as required by the TSC.

New Product Review Procedures

Upon request, the product representative will be sent a New Product Application (NPA) package (see Exhibit A). This package contains instructions on how to complete the application form and lists the necessary documentation. The

completed application form with supporting documentation shall be submitted to the TSC Chair in an electronic file in Adobe PDF format. The product representative will be notified, via email, that the NPA has been received "accepted" or "incomplete". The application will not be forwarded to the TSC until all sections of the application have been completed. Applications that are not properly completed within 60 days of the notice of an incomplete application shall be considered void and the process must start over. Complete applications will be forwarded to the TSC for review at their next available meeting. At the TSC meeting, a unanimous quorum or 2/3 majority vote shall be required to approve or disapprove inclusion of a product. **Only those products included in the Minimum Design and Construction Standards shall be utilized in the WWS utility system with the exception of products approved for trial. Products in categories not specifically identified in the Minimum Design and Construction Standards may be purchased as specified by the Division.**

The TSC shall present to the WWED Director in writing its findings along a summary of all pertinent information related to the product including but not limited to performance, costs for labor and materials, comparison with currently approved products, references, and parts availability.

Trial Approval

The TSC may approve use of products for trial periods of up to two (2) years prior to inclusion in the Minimum Design and Construction Standards. Products acquired for such trial periods may be provided free of charge by the vendor or may be purchased sole source with the concurrence of the Purchasing Director. The TSC may require that in order for a product to be used on a trial basis, a performance bond be posted in the amount equal to all inclusive cost associated with the product's removal, and replacement. The TSC may also cancel the use of the product at any time during the trial period. Products previously approved by the TSC for use in the WWS utility system may be temporarily or permanently removed from the Minimum Design and Construction Standards if, in the opinion of the TSC, the continued use of the product may threaten the health, safety, or welfare of the public or creates an undue financial and/or maintenance burden on WWS.

Revisions

The Minimum Design and Construction Standards shall be updated on an as needed basis. Updates are not official until they appear on the WWS website.

Deviations from Established Standards

The TSC is the only authority within WWS that may grant a one-time deviation from the published technical standards and is the final decision maker in accepting or not accepting the one-time deviation. Acceptance of the one-time deviation requires 2/3 majority vote of the TSC.

Meeting Records

Minutes of all TSC meetings will be recorded and maintained by WWED for a period of three (3) years.

Approved:

Gregory M. Balicki, P.E., Director
Water & Wastewater Engineering Division

7/8/10
Date:

Public Works and Environmental Services Department
WATER AND WASTEWATER SERVICES - ENGINEERING
2555 West Copans Road • Pompano Beach, Florida 33369 • 954-831-0745

EXHIBIT "A"

BROWARD COUNTY WATER & WASTEWATER SERVICES
NEW PRODUCT REVIEW APPLICATION FORM

Application Number_____
Date Received_____
Submittal Complete_____
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(Do not write above this line, for BCWWED use only)

The Broward County Water & Wastewater Engineering Division (BCWWED) reviews products through the Technical Standards Committee (TSC) for application in the WWS utility system. In order for TSC to properly evaluate your product, please complete and return this New Product Application form. In addition to submitting the required information, a presentation and demonstration may be required by the TSC to enable proper review and evaluation of your product. Further requests for test results or other appropriate data may also develop as a result of the presentation and demonstration of the product. Although the TSC will allow flexibility in the presentation of your product, information on all requested data and material must be submitted for your application to be considered complete. Incomplete Applications will not be considered by the TSC.

Upon notice that your application is complete, copies will be distributed to the TSC members for consideration at one of their scheduled meetings. If you wish to appear before the TSC to represent your product (non-mandatory), please indicate so on the form. **All products must be included in the Minimum Design and Construction Standards approved by the TSC prior to use in the WWS utility system unless the product is approved for use on a trial basis. Updates to the Minimum Design and Construction Standards are not official until they appear on the WWS website.**

Instructions:
All information requested below must be submitted in its entirety an electronic file in Adobe PDF format to:

Attn: Technical Standards Committee, Chair
Broward County Water & Wastewater Engineering Division
2555 West Copans Road
Pompano Beach, FL 33369

Label each section with the item number conforming to the list below. No application will be reviewed by the Technical Standards Committee until the submittal is complete. Failure to provide full disclosure will be grounds for product disapproval.

1. General Information

Product Name:_____
Product Type: _____
Product Model Number: _____
Product Use/Application:_____

Manufacturer's Name:_____
Individual Contact(s):_____
Mailing Address:_____
City, State, Zip Code:_____
Telephone:_____ Fax Number:_____
Email:_____

Representative's Company Name:_____
Individual Contact(s):_____
Mailing Address:_____
City, State, Zip Code:_____
Telephone:_____ Fax Number:_____
Email:_____

2. Provide data on a minimum of five (5) completed installations of your product including: installation date, quantity, cost, location, client/contact person along with respective telephone number. The TSC will contact these references concerning product performance.

3. Describe materials and processes used in the manufacture and installation of your product.

4. Are there any special conditions required for proper performance of the product?

5. Include the current Product Specification sheet from Minimum Design and Construction Standards applicable to the product and address your products ability to meet the listed Minimum Requirements on a requirement by requirement basis.

6. Provide the following:

a. Evidence of compliance with applicable industry standards/codes (UL, FM, NSF, AWWA, ASTM, FDOT…).
b. Copy of the standard product installation guide, which outlines special equipment, training, and inspection requirements. Provide information related to patents, licenses and/or franchises related to the product.
c. Information related to replacement parts costs and availability.
d. Location of nearest maintenance facility and spare parts warehouse.
e. Information on costs for installation and maintenance.
f. Related information. Although not required, your application submittal may include other data to assist the TSC in evaluating the product for use by WWS.

7. Please indicate whether you wish to appear before the TSC to present your product. Any presentation materials other than product samples must be provided to the TSC Chair at the time of presentation in an electronic file in Adobe PDF format.