

Terms of Reference



Water & Wastewater Division

Product Review Committee

Table of Contents

1.0 General

2.0 Product Review Committee

3.0 New Product Definition

4.0 Lunch & Learn

5.0 Request for Consideration

5.1 Not Warranted

5.2 Warranted

6.0 In-Depth Review Procedure

6.1 Presentation

6.2 Product Demonstration

6.3 Field Tests

6.4 Pilot Study

7.0 Selection Criteria

8.0 Approvals

9.0 Maintenance of the Approved Equipment & Product List

10.0 Removal of Products

11.0 Moratorium

12.0 Tender Specification

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 2 of 14

1.0 General

The Region of Niagara has approved the use of the product and equipment listed in the “Project Design and Technical Specifications Manual” (*PDTSM*) in its Water & Wastewater 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 Region 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 Product Review Committee

The Product Review Committee (*PRC*) stated purpose is to review and approve new equipment and materials for design purposes, equipment replacement, and new equipment installations at the regional water and wastewater treatment plants, water storage reservoirs, pumping stations, bio-solids works, and other facilities within the Division.

To provide timely responses to requests for product reviews, the Chairperson will convene 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 PRC Chairperson.

The structure of the committee allows input from the Engineering, Operations, Maintenance, Laboratory and Process Optimization. The PRC consists of 7 members from Regional Niagara Staff as follows;

Engineering (1), Water Operations (1), Wastewater Operations (1), Maintenance (2) and Process Optimization (1) and Laboratory (1).

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 3 of 14

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 PRC (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 PRC with its recommendations. The PRC 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 Project Design and Technical Specifications Manual. No new product shall be included on the Approved Product & Equipment List (*APEL*) in the PDTSM without review and written approval by the PRC.

The *APEL* applies to replacement and installation of equipment, as performed by Plant Operations, Plant Maintenance, and Construction Projects under the capital project program at the regional water and wastewater treatment plants, water storage reservoirs, pumping stations, biosolids works, and other facilities within the Division.

During emergency repairs required to restore services, products and materials not included on the *APEL* may be used.

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 4 of 14

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 as defined in the Terms of Reference.

5.0 Requests for Consideration

To initiate a product review, complete and submit a Request for Consideration form. This can be done by Water & Wastewater staff, consultants, sales representatives or other interested parties. Please submit one form per product. All Requests for Consideration, inquiries or questions should be addressed to the Chairperson.

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

The Request for Consideration must be accompanied by an information package before the product can be brought to the PRC for consideration. The Request for Consideration must consist of (7) complete hard copies (more may be requested), a digital copy (PDF format as a single bookmarked file) 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),

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 5 of 14

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. Indicate relevant safety factors, and pressure, temperature, or environmental limits.
19. Provide information relating to patents, licenses, user fees and/or franchises held on the product.
20. Provide any other related information

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

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 6 of 14

The applicant's Request for Consideration will be placed in queue and presented to the PRC at the earliest convenient date. The PRC'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 PRC may deem the product not warranted for further consideration based on the following:

- (a) the product is not within the jurisdiction of the PRC;
- (b) the PRC fails to find a value in the product,
- (c) the product does not meet RMON specifications,
- (d) the number of similar products currently listed in the PDTSM 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 the Division, or products which are deemed not to be far enough along in the development process to be effectively evaluated.

5.2 Warranted

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

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 7 of 14

6.0 In-Depth Review Procedure

For products considered "warranted" under Section 5, an In-Depth Review will be conducted. The PRC 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 PRC may request a presentation by the representative at a regularly scheduled PRC 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 PRC 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 the Region of Niagara. When additional information is desired by the PRC, it may request

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 8 of 14

additional information from the sales representative, or that they work with members of the PRC 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 PRC 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 PRC during their review. The duration of the field test will determined by the PRC for each individual product. The Chairperson or his designate will serve as study coordinator in the development and presentation of these reports to the PRC. Procedures for testing or evaluation shall be as agreed upon between the supplier and the PRC. 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 PRC to fully monitor and evaluate the product. If the Region, after completing adequate field tests approves the product, the Region may reimburse the supplier for the cost of the product only. No compensation will be provided for a product that is not approved.

6.3 Pilot Study

If the PRC 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.

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 9 of 14

The pilot study must be fully documented to the satisfaction of the PRC and the participating municipality.

The trial test site location(s) will be recommended by the applicant for consideration by the PRC 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 PRC. At any time the PRC reserves the right to extend this probationary period, as deemed necessary

Procedures for testing or evaluation and cost sharing shall be as agreed upon between the supplier and the PRC. 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 APEL will be guided based on performance, maintenance requirements, life cycle costs, availability of spare parts and response of vendor to the Region, as well as achieving successful field trial(s). In a similar manner, existing products or equipment may be de-listed based on the established criteria.

8.0 Approvals

Following the PRC review, and provided no further information is required, a letter outlining the PRC'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 Section 27 – Approved Product and Equipment List of the PDTSM when the subsequent issue of the specifications are released. The applicant may seek "approved equivalent" status, to gain

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 10 of 14

permission to use a product for a particular project prior to the issuance of the PDTSM. The notification letter from the PRC 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 Section 27 – Approved Product and Equipment List of the PDTSM.

3. The product/equipment is **not approved**.

The product/equipment may not be used in the Division’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 PRC 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 Regional staff.

The review process will be documented and kept on file by the Product Review Committee.

Products in use by the Region are subject to ongoing consideration and evaluation by the PRC. Input from Regional 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 PDTSM. It is the responsibility of the holders of the APEL to ensure they are referring to the most recent amendments

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 11 of 14

A copy of the Approved Equipment List will be posted on the RMON Intranet and website.

10.0 Removal of Products

Existing equipment may be de-listed as deemed necessary, by the Product Review Committee.

Products may be removed from the List for any of the following reasons:

- a) The Division 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 PRC, 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 Ontario Provincial Standard Drawing (OPSD) or current Ontario Provincial Standard Specifications (OPSS); American Water Works Association (AWWA) Standards and amendments, Canadian Standards Association (CSA), 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

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 12 of 14

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

- a) The review process will be initiated when a member of the PRC tables a motion for a product removal consideration.
- b) The Chairperson will notify the manufacturer or the supplier that consideration is being given to remove the product from the PDTSM. 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 APEL 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 APEL may be issued prior to notifying a representative of the manufacturer. A notification will also be circulated to the users of the PDTSM.

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 PRC's decision. However, the PRC 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 bests interests of Niagara will be paramount in its decision.

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

Document No:	Original Date: 05-May-05	Authorized By: C. Rittner
Revision No:	Revision Date: 30-May-05	Page: 13 of 14

If the product is removed from the Approved Equipment List, 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 Tender Specifications

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

Inclusion of a product into the PDTSM does not constitute mandatory use of the product

The Product Design and Technical Specifications Manual and The Product Review Committee Terms of Reference are living documents and will be updated as required.



Water & Wastewater Division

Request for Consideration Form

Company Name:					
Contact Name:					
Company Address:					
Phone N°:		Fax N°:		E-mail:	
Product Name:					
Proposed Product Use:					
Manufacturer Name and Location of Manufacturing Facilities:					
Product Reference #1 Provide name, address, telephone n°., contact name, application, years in use.					
Product Reference #2 Provide name, address, telephone n°., contact name, application, years in use.					
Product Reference #3 Provide name, address, telephone n°., contact name, application, years in use.					

Please indicate information attached to request
(See Section 5.0 in Terms of Reference for Product Review Committee)

Manufacturer's Brochure	<input type="checkbox"/>	MSDS information	<input type="checkbox"/>	Product Standards/Specifications	<input type="checkbox"/>
Test Results	<input type="checkbox"/>	History of Product.	<input type="checkbox"/>	History of Manufacturer.	<input type="checkbox"/>
Installation, use & product specification	<input type="checkbox"/>	Special conditions & procedures	<input type="checkbox"/>	Maintenance requirements.	<input type="checkbox"/>
Service, product, parts availability.	<input type="checkbox"/>	Costs to supply & maintain product	<input type="checkbox"/>	Training requirements	<input type="checkbox"/>
Product benefits	<input type="checkbox"/>	Patents, licences User fees, etc.	<input type="checkbox"/>	Approvals including reference numbers.	<input type="checkbox"/>
Other (specify) _____					