



WATER UTILITY PRODUCT APPROVALS

The City of Calgary (The City) maintains [Standard Specifications for Waterworks and Sewer Construction \(Standard Specifications\)](#). The Standard Specifications include lists of approved products for common infrastructure components and their suppliers and/or manufacturers. The application process for product approval for use in The City's linear water, wastewater and stormwater systems (water utility systems), and potential inclusion in the Standard Specifications, is described below. Products used in water and wastewater treatment plants, pump stations, or sanitary lift stations are generally not covered by this process.

How to apply

Compile all relevant and available background information (see *Appendix A*), complete the [Product Approval Application](#), and submit by email to: StandardSpecifications@calgary.ca. If a submission exceeds The City's email limits (20MB), contact the email address above to arrange to provide the package electronically or via mail. Each product requires a separate submission.

Product Review Process

Product Reviews are administered by The City's Standard Specifications - Utilities Delivery (UD-SS) team with support from relevant Subject Matter Experts (SMEs). Potential considerations that guide the review prioritization is provided in *Appendix B*. UD-SS is responsible for engaging with and incorporating input from SMEs for the final decision and incorporation into The City's Standard Specifications.

Review of product submissions will typically be phased through the following categories:

1. Administrative Review

Confirmation the submission is complete, of the need/prioritization of the submission, and initial determination of SME(s) required to support the review. Incomplete or erroneous applications will be rejected.

2. Technical Review

Review of technical information by UD-SS and relevant SMEs. This includes the detailed review of the information submitted, investigation of local product availability and technical support, and/or other tasks to support the review. Refer to *Appendix B* to see a list potential evaluation criteria.

The City may require independent laboratory testing, field evaluation and/or a product demonstration during the Technical Review to evaluate performance. The Applicant may be contacted to supply product sample(s) and special equipment needed for installation. The Applicant may also be invited to witness the installation, use and/or repair of the product.

Product samples shall become the property of The City and will not be returned unless otherwise agreed to prior to evaluation.

3. Decision Letter

UD-SS will notify the Applicant in writing of The City's disposition:

- a) *Approved*. The product is accepted for general use within The City's water utility systems and where applicable it will be incorporated into the next publishing of the Standard Specifications. The Applicant will be provided with a letter of approval and relevant City staff copied.
- b) *Conditionally approved*. The use of the product is limited to pre-approved applications, locations, and/or for a limited time to address a specific market need (e.g., supply chain disruptions). The City may require the product be field tested as a Trial Installation to evaluate its installation and operational performance. The location and number of Trial Installations will be at the sole discretion of The City. However, The City staff may work collaboratively with the Applicant to identify candidate projects. The conditions of the approval and Trial Installation requirements will be outlined in a letter and relevant City staff will be copied.
- c) *Not approved*. The City has determined that the product may represent a risk if used in the public water or sewer system. Additional certification(s) may be required (e.g. NSF, CSA), material changes to the product, or other information are needed for the submission to move forward. Deficiencies, unresolved issues and additional submission requirements will be outlined in a letter. The Applicant must update their submission for the product to be reconsidered.
- d) *Tabled*. The product does not meet an existing need, is not suitable for use, and/or has no application in The City's water utility systems. This product may be eligible for use in a project specific situation. In this situation The City won't issue a blanket approval or include it in our Standard Specification but may be used at the discretion of the designer/project manager and/or approver.

The City's decision is considered final unless otherwise stated in the Decision Letter.

Timelines

Under normal circumstances, the Administrative Review will be completed within approximately three (3) months. The Technical Review period may be an additional six (6) to twelve (12) months depending on the complexity and the potential benefit to The City. When required, Trial Installation period will typically last two (2) years. The City will make every effort to complete their review in a timely manner.

The Applicant is advised these timelines are indicative only. Review effort will be prioritized based on the needs of, and benefit to, The City and may not be conducted or completed in the order in which applications are received.

Professional Work Products

In accordance with the requirements of the Association of Professional Engineers and Geoscientists of Alberta (APEGA), all Professional Work Products must be authenticated. The Applicant shall ensure all components of their submission are compliant with relevant APEGA Practice Standards.



Confidential Information

The City is a public body and is bound by Freedom of Information and Protection of Privacy (FOIP) legislation. Applicants are advised The City will not execute, or be bound by, any Non-Disclosure or Confidentiality Agreements or similar terms associated with any submission. Specific concerns will be addressed with the Applicant on a case-by-case basis to determine whether accommodations are warranted.

Innovative Products

To encourage innovation and competition, products which are not conforming to and/or described by the Standard Specifications, but present a technological, installation, performance, and/or cost improvement, may be considered on a case-by-case basis.

Suspension or Removal

UD-SS may suspend or rescind a product approval if the product fails to perform as specified or lacks local distribution, representation, or support. A notice will be issued to the original Applicant and copied to relevant City staff outlining the reasoning for the decision and, where applicable, instructions and timeline for rectifying the issue(s). If the concern is not resolved to The City's satisfaction an Industry Bulletin may be published and the product will be removed from future issues of the Standard Specifications. It is the Applicant's responsibility to ensure any products certifications are kept up to date. The Applicant must immediately notify The City of any changes in certification or accreditation status.

Closure or Withdrawal of an Application

If at any time the Applicant fails to respond to a request for a period of two months, the Application will be closed without notice. Applicants shall advise The City promptly if they wish to withdraw their application.

Appeal Process

Any questions or concerns with an application or decision must be submitted via email, including reasoning and supporting documentation by email.

Direct inquiries to:

Utilities Delivery - Standard and Specifications

StandardSpecifications@calgary.ca



Appendix A – Samples of information to provide in support of a submission:

Standards Compliance

- Demonstrated compliance with The City’s Standard Specifications.
- Demonstrated compliance with applicable industry standards (e.g., ISO, CSA, AWWA, ANSI, ASTM, ETV, ACI, PPI, etc.).
- Complete name and part number of the product being submitted.
- Product drawings and manufacturing specifications (authenticated where applicable).
- Other technical information, product data sheets, marketing material, etc.

Quality Assurance and Control

- Laboratory performance testing results including relevant laboratory certification(s).
- Manufacturer’s quality control program(s).

Records of Performance

- Approvals in other jurisdictions.
- References from other jurisdictions.
- Narrative on the history of the manufacturer.
- Narrative on the history and use of the product.
- Field installation testing and/or case studies, white papers, etc.

Installation Procedures

- Instructions for City inspectors to identify the product.
- Installation specifications and procedures.
- Price lists and/or historic pricing information.

Operation and Maintenance

- Operation and maintenance manual(s).
- Warranty information.
- Spare parts catalogue.
- Spare parts availability and pricing.

Health, Safety and Environment

- Safety data sheets.
- Life cycle cost analysis.
- Carbon footprint.

Conflict of Interest

- Patents, licensing and proprietary components/considerations.
- Disclosure of existing relationships and/or potential conflicts of interest with:
 - existing or former City of Calgary staff,
 - existing or former City of Calgary Suppliers,
 - research and development institutions (e.g., universities, academia, etc.), and/or
 - industry organizations.



Appendix B - Example considerations for prioritization and review criteria:

Engineering and Design

- Is there a need for the product, does it address an existing gap?
- Is the product suitable for use in public water utility systems?
- Is the product compliant with the City's Standard Specifications?
- How does the quality material and/or manufacturing compare with approved equals?
- How does the design life compare with approved equals?
- Where is the product currently approved?
- Are existing customers/users satisfied with the product's performance?
- Is any information on the product's design or manufacture proprietary or confidential?

Procurement and Construction

- Are there existing approved equals for the product? How many?
- Are there distributors/suppliers in the local marketplace? How many?
- Where is the product manufactured? Are there multiple locations?
- Is the Applicant compliant with the Supplier Code of Conduct?
- How does the product cost compare with approved equals?
- Can inspectors readily identify the product and confirm compliant installation in the field?

Operations and Maintenance

- Is the product compatible with The City's existing water utility systems?
- Is technical/operational support locally available?
- Will the City need to stock replacements or repair parts?
- Does the City have replacement or repair parts in existing stocks?
- Is additional training or equipment required for City personnel for the product?
- What warranty is provided with the product (beyond the Final Acceptance Certificate)?
- Does the product require proprietary parts or equipment?
- What the lifecycle cost impact versus continued use of existing products?

Health, Safety and Environment

- Is it safer to produce and install than available alternatives?
- Is it a safer product operate, maintain and/or dispose of than available alternatives?
- Is the product a potential source of emerging contaminants of concern (e.g., PFASs)?
- Does the product reduce the City's environmental impact and/or carbon footprint?



APPLICANT

Company: _____

Contact: _____

Title: _____

Email: _____ Phone: _____

Address: _____

Province/State: _____ Country: _____

Postal/Zip Code: _____

I acknowledge and am in compliance with the City of Calgary's [Supplier Code of Conduct](#).

MANUFACTURER (IF DIFFERENT FROM APPLICANT)

Company: _____

Contact: _____

Title: _____

Email: _____ Phone: _____

Address: _____

Province/State: _____ Country: _____

Postal/Zip Code: _____

LIST OF SUPPLIERS AND/OR DISTRIBUTORS

Name	Location	Email	Phone



PRODUCT INFORMATION

Product name: _____

Intended purpose or use of product:

Product website: _____

COMPLIANCE

Are you applying to be added an existing product category [The City of Calgary's Standard Specifications for Sewer and/or Waterworks Construction?](#)

Yes No

If yes, state which categories in Section 402.01.00 (Sewer) and/or Section 503.01.00 (Waterworks) you are applying to be added to:

Does the product comply with The City of Calgary's Standard Specifications for Sewer and/or Waterworks Construction?

Yes No

If yes, state which Section(s) (in addition to the above) apply to the product:



Does the product require changes to The City of Calgary's Standard Specifications for Sewer and/or Waterworks Construction?

Yes No

If yes, provide details, including Sections referenced if applicable:

Is the Manufacturer ISO 9001 compliant?

Provide a list of Industry Standards and Specifications the product is compliant with:

Agency (e.g., ISO, CSA, NSI, ASTM, AWWA, etc.)	Standard or Specification (ASTM C76, AWWA C900, NSF61 etc.)	Brief Description

Attach details of all certifications and supporting testing from accredited third-party laboratories to your submission package.



PRECEDENTS

Provide a list of other jurisdictions the product is approved or under review in:

Agency (Alberta Transportation, City of Edmonton, etc.)	Applicable Specification and Section(s)	Approved or Under Review

Attach details of approvals to your submission package, include relevant excerpts from the referenced specifications.

Provide a list of references for the product (Government Agencies and Water Utilities are preferred):

Organization: _____
 Contact: _____
 Title: _____
 Email: _____ Phone: _____

Organization: _____
 Contact: _____
 Title: _____
 Email: _____ Phone: _____

Organization: _____
 Contact: _____
 Title: _____
 Email: _____ Phone: _____



PERFORMANCE AND COST

What is the expected design life of product and its components:

What warranty does the Applicant provide on product and its components:

What is the approximate cost of the product (FOB to Calgary), include any relevant limitations or qualifiers:

Describe the training, tools and equipment required to install the product:



DISCLOSURES

Describe any proprietary components of your product:

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Declare any existing relationships between the Applicant and current City of Calgary staff:

City Staff Member	Relationship to Applicant

Declare any existing relationships with research institutions and/or individual academics, and any financial interests (e.g., academics holds patent on the product or component, academic is owner or shareholder in the company, funding provided to research institutions, etc.):

Institution or Individual	Relationship to Applicant



LIST ATTACHMENTS PROVIDED

Standards Compliance

- _____
- _____
- _____
- _____
- _____

Quality Assurance and Control

- _____
- _____
- _____
- _____
- _____

Records of Performance

- _____
- _____
- _____

Installation Procedures

- Instructions to City Inspector to identify the product
- Installation Specifications
- _____
- _____
- _____

Operation and Maintenance

- Operation and Maintenance Manual
- Warranty Information
- _____
- _____
- _____

Health, Safety and Environment

- Material Safety Data Sheets
- _____
- _____

Other

- _____
- _____
- _____



DECLARATION

I, _____, declare all information provided is complete and correct.

Signature: _____

Date: _____