

**PROCEDURE FOR INCLUSION OF MATERIALS  
IN  
ST. JOHNS COUNTY UTILITY DEPARTMENT'S (SJCUD) APPROVED LIST**

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The SJCUD Working Group will begin the product review upon submittal and will meet in September to discuss proposed revisions and approvals. Products submitted after June will not be considered until the following year. The Approved Materials List will be updated and re-published, if needed.

In an effort to maintain the highest possible level of service, the Working Group continually reviews existing and proposed materials to ensure that they meet or exceed current industry and environmental standards and provide a reliable and long-term service life. The Working Group will limit the number of approved manufacturers for various items to minimize inventory and warehouse space. The Working Group will not approve a material because it has some quantity of historically installed items in the County or is deemed an approved equal in other utilities. The evaluation process will follow the steps below.

- A. The evaluation process requires the Vendor to provide the following information: (submit to [matreview@sjcfl.us](mailto:matreview@sjcfl.us)).
  1. Website with specific product information;
  2. Sample Specifications;
  3. Reference List (Municipalities and/or Utilities using material);
  4. Additional justification deemed necessary by Vendor.
  
- B. The Working Group will evaluate the product and make one of the following recommendations:
  1. Recommendation for approval;
  2. Recommendation for approval with trial stipulations;
  3. Recommendation for disapproval.
  
- C. The Review Working Group will notify the vendor of its recommendation via email.

If at any time, SJCUD determines that a material no longer conforms to SJCUD standards or policies, that material shall be deemed disapproved and suspended from use. The manufacturer will be given an opportunity to address any problems, and upon satisfactory revision, the material *may* be reinstated.