

**CITY OF MISSOURI CITY  
ENGINEERING DEPARTMENT**

**PRODUCT APPROVAL APPLICATION**

**Instructions**

All information requested below must be submitted in full. Please label each section with the item number conforming to the list below. The Committee will review no application until the submittal is complete. Failure to provide full disclosure may be grounds for disapproval of product.

*Ultimate approval/denial of product application is at the discretion of the City and/or City Engineer based on the submitted information.*

Revisions to the City of Missouri City's Approved Product List are issued at the end of each calendar quarter. Applications must be received a minimum of 4-weeks prior to the end of each quarter to be considered for approval for that quarter. Note: Each quarter for review purposes is July 31<sup>st</sup>, October 31<sup>st</sup>, January 31<sup>st</sup>, and April 31<sup>st</sup>.

**One (1)** hard copy and **One (1)** electronic copy of the application should be sent to:

City Engineer  
City of Missouri City  
1522 Texas Pkwy.  
Missouri City, TX 77489

**Item #**

1. Basic general information - Provide all information requested on attached form (Item 1).
2. Existing Installations of Product - The following data is requested on representative installations of your product. A sample form (Item 2) is attached or you may use your own tabular format. Failure to disclose representative installations can be grounds for disapproval of product.
3. Describe materials of construction (including relevant industry standards - e.g., ASTM, ANSI, AWWA, etc.), special manufacturing processes and quality control measures used in the manufacture and installation of your product. Include copies of relevant referenced specifications or standards. Also include Material Safety Data Sheets (MSDS) and National Sanitary Foundation (NSF) testing results in all products in contact with potable water or otherwise providing an exposure to operations or maintenance personnel.
4. 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.

5. Are current City of Missouri City technical specifications adequate for inclusion of the product? Are exceptions to the City specifications being requested?
6. Provide Certifications of Compliance to applicable City of Missouri City Public Infrastructure Design Manual and all other city codes and ordinances.
7. Engineering Design Guide - Attach a copy of the Engineering Design Guide or Installation Guide for the proposed product. This document should indicate that it was prepared under the supervision of a Registered Professional Engineer in the state of the manufacturer. Should engineering certification not be a part of the standard printed documents, a letter should be provided from the manufacturer that the Engineering Design Guide was prepared under the supervision of a Registered Professional Engineer. The name, seal, registration number and expiration date of the supervising engineer should be included in either the design guide as the accompanying letter.
8. Client References - Provide names, addresses, phone numbers and job identification of current and past clients. The City will contact selected references concerning product performance.
9. Provide copies of tests conducted by independent testing companies showing conformance with industry standard and City's specification established for the product.
10. Provide information relating to patents, licenses and/or franchises held on the product. Include specific descriptions and relevant data such as patent (license) number and date issued.
11. Provide any other related information. Although not required, our application submittal may include other data to assist the Committee in evaluating the product for use on City of Missouri City projects. This information could include brochures, videotapes, product samples and/or photographs. The Committee cannot be responsible for return of these materials. One (1) copy of video tapes and product samples is sufficient for committee review.

Note: Please call 281-403-8685 for any questions prior to submittal on the application process.

**CITY OF MISSOURI CITY  
ENGINEERING DEPARTMENT**

**PRODUCT APPROVAL APPLICATION**

Application Number \_\_\_\_\_

Date Received \_\_\_\_\_

Submittal Complete \_\_\_\_\_

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(Do not write above this line for City use only)

**Representative Company Name** \_\_\_\_\_

**Individual Contact(s)** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Manufacturer Company Name** \_\_\_\_\_

**Individual Contact(s)** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Product Application(s)**

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