



## New Material Evaluation Procedures

Originator: DSmith      Date: 5/10/2007

Approval: L. Moore      Date: 6/2/2014

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STD Committee: 4/25/2012

### 1. New Material Evaluation

1.1. Recognizing that new materials may provide improvement in design, construction, and maintenance for more cost effective construction, the District will evaluate such materials so that their use can be properly implemented and determined if they meet District Standards.

### 2. Scope

2.1. The Material Evaluation procedures outlined herein are applicable to all new materials submitted for consideration to the District for use in T&D construction and maintenance projects.

2.2. New materials are those, which have never been used or have been used on a limited basis without sufficient documentation or performance evaluation, except those specified on special contract documents.

### 3. Standards Committee

3.1. The Standards Engineer is responsible for administering this policy through the T&D Standards Committee. The Standards Committee is comprised of representative of the following areas.

- Engineering Standards
- Customer Service Engineering
- T&D Warehousing
- Purchasing District
- Electric Shop
- T&D Operations Supervisors
- T&D Journeyman Linemen
- Transmission, Substation or Distribution Engineers

### 4. Procedure

4.1. The Standards Department has been charged with the responsibility of coordinating the evaluations of new materials. The request for evaluation may be made by contractors, manufacturers, suppliers, consultants or District personnel, hereinafter referred to as the vendor.

4.2. The vendor is required to supply requisite information demonstrating the properties and performance of the material. At a minimum, the submission shall include the following:



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4.2.1. One copy of the completed form "T & D Material Evaluation" located on the last page of this document.

4.2.2. Pertinent technical data and test results which support use of the material and a statement identifying the uses and the cost benefit versus alternate materials.

4.2.3. If there are safety considerations or other restrictions or limitations on the use of the material, they should be stated and supplied also.

4.2.4. Additionally, if the material is a material developed through engineering design, the engineering calculations should be submitted.

4.2.5. Any additional information, material brochures, testing reports, etc., that you feel is pertinent to the evaluation of your material/procedure

4.2.6. Please do not submit any samples at this time. Should field or laboratory testing be needed you will be contacted and the samples requested.

### 4.3. Initial Evaluation

4.3.1. The submission will be reviewed by the T & D Standards Engineer. Materials not considered acceptable for further evaluation will be rejected at this point without further evaluation and the vendor so notified. Materials with questionable benefit or limited application by the District will be put on hold and the vendor so notified. Some materials require field-testing to fully understand their benefits. Should this be the case, the material/procedure will be moved to a "Long Range Evaluation Process" and its progress monitored.

4.3.2. All chemical products must be accompanied by a MSDS.

4.3.3. Our evaluation may include a review of technical and test data, visual inspection of the item, discussion in Standards Committee(s), field evaluation by electrical workers, inquiries to other utilities, and laboratory testing.

4.3.4. Some items require approval by our Environmental or Safety departments. The process may take several months.

4.3.5. Vendors will be informed of our decision at the end of the process.



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4.3.6. Materials with potential benefit and application will have the findings and recommendations presented to the T & D Standards Committee for action.

#### 4.4. Standards Committee Evaluation

4.4.1. The Committee shall further evaluate the information furnished and determine if any additional information, reference, sample material or material, testing or clarification is needed.

4.4.2. With complete information, the Committee shall evaluate and make recommendations as follows:

- APPROVED
- NOT APPROVED
- MATERIAL MEETS CURRENT SPECIFICATIONS
- NON - INTEREST or LIMITED USE ITEM

4.5. The vendor will be notified of the recommendation.

4.6. Acceptance of a material is in no way to be construed as a commitment to purchase, recommend, or specify a particular material.

### 5. Implementation

5.1. Upon request of the design personnel, the Standards Engineer will add the appropriate mfg part numbers to the existing Material Catalog Sheet or develop a new Material Catalog Sheet.

5.2. If appropriate, the Districts estimating system will be modified to allow inclusion of this material into T & D projects.

5.3. The use of the material is the responsibility of the project engineers.

### 6. Updating / Re-evaluating

6.1. As do several other area electric utilities, we generally do not re-evaluate items that have failed testing or have otherwise been rejected or removed from approval until a period of three (3) years has elapsed. Any exceptions to this policy are at our sole discretion.

6.2. The most current copies of all material specifications or catalog sheets are available on our web site.

6.3. You may always phone or e-mail to ask questions. The Standards Department tries to be helpful and fair, and we endeavor to approve as many qualified suppliers of products as is practical.



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## T & D Material Evaluation Form

Manufacturer \_\_\_\_\_ Mfr's. Cat. No. \_\_\_\_\_

Chelan County PUD Stock Number (if known) \_\_\_\_\_

Material Specification / Catalog Number (if known) \_\_\_\_\_

Applicable Industry Standards (ANSI, IEEE, NEMA, etc) \_\_\_\_\_

Description of item/application: \_\_\_\_\_

Current Users: (Attach additional sheets if necessary)

1. Contact Name \_\_\_\_\_ Phone Number: \_\_\_\_\_ Utility: \_\_\_\_\_

2. Contact Name \_\_\_\_\_ Phone Number: \_\_\_\_\_ Utility: \_\_\_\_\_

Material Safety Data Sheet Required and Attached \_\_\_\_\_

Estimated price \$ \_\_\_\_\_ per \_\_\_\_\_ Usual delivery time \_\_\_\_\_

Manufacturer's Representative: Name \_\_\_\_\_

(You may attach business card) Firm \_\_\_\_\_

Address: \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

e-mail \_\_\_\_\_

*This portion for Chelan County PUD use only*

Date Received \_\_\_\_\_ Date to field reviewer \_\_\_\_\_

Comments \_\_\_\_\_

Date review completed \_\_\_\_\_ Reviewer Initials: \_\_\_\_\_

Approved? Yes \_\_\_ No \_\_\_ by Standards.

Additional comments/reason if not approved \_\_\_\_\_

\_\_\_\_\_ Date mfr's. rep. notified: \_\_\_\_\_