

- b. Upon request the applicant shall also provide the following:
 - 1) Random sample of product selected by the Town
 - 2) Manufacturing facility site visit
 - 3) Field installation and evaluation
 - 4) Other information deemed pertinent by the Town
- c. Submittals shall be made a minimum of 90 days prior to the actual desired use of the product.
- d. Incomplete submittals may not be reviewed. Product evaluation will be based solely upon the information provided. It is the applicant's responsibility to understand the review criteria prior to submission. The numbering system shown above shall be used by the applicant in the submittal.
- e. The Engineering Director will lead the Town evaluation of the submitted product and will communicate the results to the applicant. Not all product submittals will be approved, even if the product meets all the specifications. The Town reserves the right to accept or reject products where it is deemed in its best interest. Probational or conditional approvals may be granted that contain additional requirements for the manufacturer, supplier, and/or installer.

II. Product Re-evaluation

- a. The Engineering Department may at any time re-evaluate any approved product or manufacturer. The manufacturer's representative will be notified to provide the information required for the audit.
- b. The re-evaluation process will result in the product remaining on the approved list or serve as evidence for deletion.

III. Product Deletion

- a. To delete a product from the "Approved Products List," the concerned party must provide the following information to the Town Engineering Department:
 - 1) Basis and documentation for requesting deletion of an approved product (e.g., performance and service records, evidence of fraud, manufacturing safety records, order time and backlog, inventory, usage, obsolescence, shipment of non-compliant products, manufacturer's environmental record, etc.)
 - 2) Documentation that manufacturer has been contacted about these concerns
- b. If it is determined that product deletion is appropriate, the Town Engineering Department will serve notice to the manufacturer and provide an effective date of the deletion. The Engineering Department will endeavor to also notify suppliers of the deletion.