

Procedure for Requesting Inclusion in the Approved Materials List of the Water System Standards For the Honolulu Board of Water Supply

*Thank you for your interest in supplying materials to the Honolulu Board of Water Supply. The approval/disapproval process outlined below applies for the **Island of Oahu only**. The other water counties (Maui, Kauai and Hawaii) have separate review and approval processes and should be contacted directly.*

Manufacturers and suppliers are invited to submit a letter requesting the inclusion of specific material(s) in the Approved Materials List via an addendum to the current version of the Water System Standards. The following information should accompany the letter:

1. Manufacturer and model designation.
2. Section in the Approved Materials List for proposed inclusion (for example: Section 402.I.D. PVC C-900 Pipe)
3. If the model is a replacement for a model that had been previously approved, please indicate and include any changes from the previously approved model to facilitate review.
4. Six (6) copies of product literature, test results, certifications, etc., supporting compliance with Water System Standards specifications.
5. Name of an individual that may be contacted for more information and a mailing address for all correspondence related to the approval request.

The letter and attachments should be addressed and submitted to the following address:

Mr. Ernest Y.W. Lau
Manager and Chief Engineer
Board of Water Supply
630 South Beretania Street
Honolulu, Hawaii 96843

You will receive a letter acknowledging receipt of your request. Please note that review of your submittal is based on staff availability. A timetable for the completion of the review process can not be provided. If the request is in response to a current Invitation for Bids, please refer to the bid documents and the accompanying Instructions to Bidder for procedures on submitting a Substitution Request in accordance with the solicitation.

Sample materials may be requested for further evaluation. Once the technical review is completed, an approval determination letter will be sent to the address provided.

Materials currently not included in the Approved Materials List will not be subject for review (examples: roofing systems, concrete admixtures, repair products).

If you have any questions, please contact Michael Domion at (808) 748-5740 or via email to mdomion@hbws.org.