



## Material Submittal Requirements and Process

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## Process for Approval of Materials

1. The contractor will work with their material supplier to send to WHUD via email a package of material submittals containing all pertinent manufacturing and installation data. Water and sewer packages need to be prepared separately. The material submittals shall be in .pdf format and emailed to Ashlyn Freeman at [afreeman@whud.org](mailto:afreeman@whud.org) for review by the WHUD inspector assigned to the project.
2. WHUD will review the materials and contact the supplier with any deficiencies within ten business days of receipt. If revisions are needed, complete packages must be resubmitted. WHUD allows ten business days to review each submission of materials. When materials are complete and approved, WHUD will stamp and email an approved set to the contractor, supplier, and developer for their use.

## Materials Package Requirements

1. [Acknowledgement Form](#) filled out and signed by representative for the supplier to be used as the cover page.
  2. Table of Contents sheet containing a list/description of all the items within the submittal package along with page numbers for easy reference.
  3. Material submittal sheets are needed for every item to complete the construction of the water and/or sewer utility project. Material submittals shall be in the form of the official manufacturer data sheets containing the following:
    - a. Manufacturer Name
    - b. Manufacturer Contact Information
    - c. Product Name
    - d. Product Part Number
    - e. Product Size
    - f. Product Specification and Materials
- See WHUD's most recent list of Approved Large Meter and Water Construction Materials located on our Web site at:  
[https://www.whud.org/pdfs/specifications/Approved%20Water%20Materials%20List\\_Final%20Draft.pdf](https://www.whud.org/pdfs/specifications/Approved%20Water%20Materials%20List_Final%20Draft.pdf).
  - See WHUD's most recent list of Approved Sewer Construction Materials located on our Web site at:  
<https://www.whud.org/pdfs/specifications/Approved%20Gravity%20Sewer%20And%20Force%20Main%20Construction%20Materials.pdf>.



# WHITE HOUSE UTILITY DISTRICT

## ACKNOWLEDGEMENT OF WHUD STANDARDS AND POLICIES

I have read and understand WHUD's most current material approval and submittal requirements. To the best of my knowledge, this package meets the standards set forth by White House Utility District.

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_