



## **CITY OF SAN DIEGO TRANSPORTATION DEPARTMENT AML Submittal Guidelines**

**Procedures for Product Review Submittal:** Applicants requesting their products be included in a Transportation Department AML must comply with the following submittal, review, and approval process.

1. Submit all materials or requests to the Transportation Department Approved Materials List (AML) Committee Chair:

Aida Vance, Senior Civil Engineer  
Engineering, Asset Management, & Parking Division  
Transportation Department  
Phone: (619) 573-0141  
Email: [avance@sandiego.gov](mailto:avance@sandiego.gov)
2. The material shall comply with the City's Standard Drawings, The "Whitebook", and the Greenbook.
3. The application package shall include the "Submittal Requirements for City of San Diego Approvals for the Approved Materials List" form and all of the requirements outlined within.
4. The submittal shall be submitted via email to the AML Committee Chair and shall contain the manufacturer's product data for each specified product.
5. There is no guaranteed time frame for the completion of product review as much of the information on criteria such as long-term testing, service, and durability may not be readily available.
6. Field Test: It is *required* that one local installation of the product being submitted for review be installed and left in place for 6 months. The City shall provide guidance on where to install the product.
7. If the product passes the review and field test, it will be presented to the AML Committee for approval. Once approved, it will then be added to the AML.
8. Incomplete submittals will not be considered and will be discarded after 30 days.
9. An authorization of product will expire in three years. Authorization of resubmittals should occur before the expiration date to remain on the Approved Materials List.
10. The City reserves the rights to sample and to remove a product from the Approved Material List at any time.

## **SUBMITTAL REQUIREMENTS FOR CITY OF SAN DIEGO APPROVALS FOR THE APPROVED MATERIALS LIST**

The City of San Diego has an Approved Materials List for use in transportation and other right-of-way applications. Materials, products, or equipment submitted for evaluation by our Approved Materials List Committee must meet the physical and chemical characteristics and properties outlined in the Standard Specifications for Public Works Construction, commonly known in the San Diego region as the *Greenbook*.

The following submittal package requirements, although it may not be complete for all types of submittals, is an indication of what must be provided for each of the materials, products, and equipment to be evaluated for approval and inclusion in the Transportation Department's Approved Materials List (AML).

### **SUBMITTAL PACKAGE:**

Please submit with your application package the following items and any additional information that you may think is valuable for the evaluation by the Approved Materials List Committee.

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

Manufacturer/Vendor Name: \_\_\_\_\_

Product being Submitted: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

- Phone number: \_\_\_\_\_
- Email address: \_\_\_\_\_
- Mailing address: \_\_\_\_\_

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Local Sales Representative (Check box if same as Point of Contact)

- Phone number: \_\_\_\_\_
- Email address: \_\_\_\_\_
- Mailing address: \_\_\_\_\_

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**Please provide the following information:**

1. The name and location of the manufacturing plant, including full address of the manufacturing site. If multiple manufacturing plants are listed, please specify where each type of material, product, or equipment is produced.

2. A brief description of the material, product, or equipment submitted for review and approval by the AML Committee.

3. A well-structured specification for the use and application of the material, product, or equipment being submitted.

4. Does the material, product, or equipment submitted meet the chemical resistance test requirements of the Greenbook? If so, provide certification or proof with the submittal package.

5. List names of other agencies that have approved the product for use. Please provide proof such as the agency's AML, transmittal of approved product submittal, or letter of reference.

6. List of physical property tests required and performed in accordance with the Greenbook.

7. If pertinent, other industry requirements that the submitted material, product or equipment has already met.

8. Provide specific projects and sites where the material, product, or equipment submitted was installed or applied. Provide address of project sites, date of installations, names of approving agencies with contact information.

**Environmentally Preferable Specifications (required in addition to above):**

1. Provide any Material Safety Data Sheets (MSDS) information on the material, product, or equipment being submitted. You may attach the MSDS to your application.

2. During the manufacturing process of this material, product, or equipment, what steps does your company take to reduce air, water, and solid waste pollution?

3. Does the finished material, product, or equipment have any of the following *Environmentally Preferable Purchasing (EPP)* characteristics?

<input type="checkbox"/> Alternative energy source	<input type="checkbox"/> Low Volatile Organic Compound (VOC) (please attach MSDS)
<input type="checkbox"/> Bio-based	<input type="checkbox"/> Pollution Reduction (air, water, solid waste)
<input type="checkbox"/> Biodegradable	<input type="checkbox"/> Recyclable
<input type="checkbox"/> Compostable	<input type="checkbox"/> Repairable
<input type="checkbox"/> High Recycled Content	<input type="checkbox"/> Resource Efficient (water and/or energy efficient)
<input type="checkbox"/> Low Toxicity (please attach MSDS)	<input type="checkbox"/> Reusable

4. Do you know the carbon footprint of the material, product or equipment? If so, please provide this information.

5. Has an environmental impact report been prepared for the material, product or equipment? If so, please provide this information.

6. Does your material, product, or equipment require the use of other products during the installation process? If so, please list the additional products needed and specify if they are on the City of San Diego's Approved Materials List.