



BUREAU OF ENGINEERING

HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
7125 Riverwood Drive, Suite B • Columbia, Maryland 21046 • 410-313-2414
Calvin Ball, County Executive • Daniel L. Davis, P.E., Bureau Chief

ddavis@howardcountymd.gov

DD 410-313-6123

Material Selection Committee Submittal and Review Process June 6, 2025

The Approved Materials List exists to expedite construction in Howard County by identifying the products that are approved for use on site construction projects throughout the County. The Approved Materials List is not intended to be an exhaustive list of all materials acceptable for use in road, utility, and storm water management new construction. Manufacturers are added to the List after their petition is reviewed and approved by the Material Selection Committee. Construction materials that are included on the list are for use throughout Howard County. Construction materials with limited applications or conditional approval are best evaluated on a case-by-case basis per project. For Capital Projects, the Project Manager/Engineer within the respective Engineering Division is responsible for reviewing and approving such materials. For Developer Projects, a Design Manual Waiver Request should be submitted through the Department of Planning and Zoning as part of the development design review process.

To be considered for inclusion on the Approved Materials List, please submit a separate petition package for each material to be reviewed. All petitions and product samples for the Material Selection Committee's review and approval should be sent to:

Material Selection Committee
Attn: Construction Inspection Committee
7125 Riverwood Drive, Suite B
Columbia, MD 21046
Email: approvedmaterials@howardcountymd.gov

The Chairman of the Material Selection Committee will have staff review the submittals for completeness and then distribute the materials for consideration by the appropriate Public Works Staff. The Material Selection Committee convenes as work schedules allow. The Committee will approve, deny or table the petitions. A written response will be provided to the applicant from the Committee Chairman. Petitions for inclusion on the List shall be as described below.

Petitions shall include:

A) A concise description of the material along with the manufacture's specifications, photographs and/or sketches of the material, and the installation procedures. Where multiple materials are shown on various literature, please highlight the material pertaining to the specific submittal and cross through/ strikeout any information not pertaining to this submittal

B) Show the reference, description, manufacturer, and model number as you desire it to be shown on the Approved Materials List. The last page of the current approved list is left blank for your convenience in populating the list.

	Reference	Product Description	Manufacturer	Model Number (Details)
example A	905.01	PVC Pipe for Roadway Projects	XYZ Inc.	Sure Drain 4"-18" Diameter Pipe
example B	905.01	PVC Perforated Underdrain	XYZ Inc.	Underdrain 6000 3"-6" Diameter Pipe

C) Written certification that the material "complies completely" with all published Howard County specifications, details, and design guidelines. The certification shall call out the Howard County Details and/or Specifications that apply and document how these standards have been met. The Design Manuals are posted on the Howard County Public Works Department, Bureau of Engineering web page.

<https://www.howardcountymd.gov/public-works/bureau-engineering>

If the material, as proposed, deviates in any way from Howard County Standards, the specific exception must be documented and explained in detail in the petition.

Example A - Sure Drain PVC Pipe for Roadway Projects in nominal pipe diameters of 4, 6, 8, 12 & 18 inches completely complies with the Howard County Volume IV Specification 905.01.01 and associated SHA Standards. Attached is a certified study by the University of Wisconsin dated 3/12/2012 showing that Sure Drain meets or exceeds the requirements of AASHTO M304 and ASTM D3034. Please note that the attached study was performed under ASTM D3035 criteria which is more stringent in requiring 2000lb loading vs. 1000lb loading under ASTM D3034.

The certification shall be signed by an official officer within the company.

D) Testimonials, references and/or contact information for other local jurisdictions within the State of Maryland that have approved the use of the submitted materials (For example - Baltimore City, Baltimore County, Anne Arundel County, Maryland State Highway Administration, MDE, WSSC, etc.)

Additional Requirements:

E) Manufacturer field installation guidelines shall be submitted. The guideline should explain the proper way of storing, installing, and testing the material(s) in the field.

F) In cases where the material(s) require(s) structural design, the engineering computations and drawings with an original seal and signature of a Professional Engineer registered in the State of Maryland shall also accompany the submittal.

G) In cases where field testing is needed by Howard County, the County will request samples. Howard County will then evaluate and analyze the performance of the material that has been submitted.

H) The Materials Selection Committee has determined that all current approved materials should be resubmitted for renewal on a regular basis. Materials will no longer be accepted on a one-time perpetual basis. Renewals are required within 180 days following each update of Howard County's Design Manuals (Volumes I-IV). Materials will remain approved during the 180-day renewal window. Failure to submit within that period will result in automatic removal from the Approved Materials List. Reinstatement requires a new petition submission and Committee approval.

Submittals of complete petitions are required prior to consideration by the Material Selection Committee. Applicants will be notified in writing by the Material Selection Committee Chairman about the decisions of the Committee.



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Material Selection Committee Petition

Date: _____

Contact Person and Position: _____

Company Name: _____

Address: _____

Contact Number(s): _____

Contact Email: _____

Website: _____

- A.) Did you include a concise description of the material along with the manufacturer's specifications?
Photographs and/or sketches of the material?
Details of the installation procedure?
Did you cross through any information not pertaining to the one specific material you are seeking approval of?
- B.) Did you enter the reference number, description, manufacturer and model number below as you desire it to be shown on the Approved Materials List (if it meets all requirements)?

*example A
Information
on your
material*

Reference	Product Description	Manufacturer	Model Number (Details)
905.01	PVC Pipe for Roadway Projects	XYZ Inc.	Sure Drain 4"-18" Diameter Pipe

- C.) I hereby certify that the material described above and in the attached documentation completely complies with all Howard County details and/or specifications. I have furthermore documented how each standard has been met. If my material deviates in any way from Howard County standards, I have documented and explained in detail the specific exception.

Signature

Print Name

Position

Date

- D.) Did you include testimonials, references and/or contact information for other jurisdictions in Maryland that have approved the use of the submitted material?
- E.) Did you include a manufacturer field installation guide that includes way of storing, installation and testing in the field?
- F.) If your material requires structural design, did you include an electronic copy of the engineering computations and drawings with the original seal of a Maryland licensed professional engineer?
- G.) If the county feels the need to evaluate and analyze your submitted materials, are you able to provide a sample upon our request?

I hereby certify that _____ **{Full Name of Authorized Person}**, holding the title of _____ **{Title, e.g., Project Manager, Engineer, etc.}**, is authorized to act on behalf of _____ **{Corporation Name}** in all matters related to the preparation, submission, and certification of materials submittals for Howard County. This certification affirms that the material submittals have been reviewed by _____ **{Mr./Mrs.} {Full Name}** who is empowered to make binding decisions and representations of behalf of _____ **{Corporation Name}** regarding these submittals.

Signature	Print Name	Position	Date
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Submit Completed Petition with all Necessary Documentation to:

approvedmaterials@howardcountymd.gov

Or mail to:

**Material Selection Committee
Attn: Construction Inspection Division
7125 Riverwood Drive, Suite B
Columbia, MD 21046**