



## Procedures for Material Approval and Acceptance

For any material to be approved and added to the City of Wichita's approved materials list (<https://www.wichita.gov/PWU/Pages/Regulations.aspx>), all new materials must follow the steps below.

1. Any new materials may be submitted by a manufacturer or vendor for review. The applicant must fill out the "Material Approval Application" form. This form must be filled out for each product.
2. Send your application to Bryan Hamel ([bhamel@wichita.gov](mailto:bhamel@wichita.gov)).
3. Once your application is received, you will be contacted to schedule a date to present your product to the Materials Review Board. These meetings are scheduled for the second Wednesday of every month at 9:00 am. Only one vendor per meeting and scheduling is on a first come, first serve basis.
4. You will be given 30 minutes to present your product and answer questions. Visual samples are encourage.
5. Once completed, the Board will contact you with further questions, or an approval/denial based upon their decision.

Bryan Hamel, P.E.  
City of Wichita  
Materials Review Board, Chairman