



# Document for TAC Review - Submittal Checklist

American Concrete Institute  
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Document Title:

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**All documents must include the following items before being considered for TAC review. Please refer to the latest version of ACI Technical Committee Manual (TCM) for details. Confirm by checking each requirement.**

- **Title page:** Roster with correctly-spelled names of Voting Members for standards (TCM 5.2.1) or non-standards (8.1.2)  
*Note: The title should indicate document type. For example, "Code Requirements for...", "Specification for...", "Guide for..." or "Guide to...", or "Report on..." for standards (TCM 5.2.1) and nonstandards (TCM 8.1.2). Refer to TCM 8.1.1.2 for TechNote. Spell out title with no acronyms.*
- **One column, double spaced, size 12 font in Times New Roman**
- **Line numbers/Page numbers**
- **Synopsis (TCM 8.1.2)**
- **Keywords (TCM 8.1.2)**
- **Table of contents (TCM 8.1.2)**
- **Figures (TCM 9.3):** individual files, high quality (600 dpi), editable, no inserted objects, avoid embedded images
- **Photographs:** individual files, high quality (300 dpi); editable, no inserted objects, avoid embedded images
- **Tables (TCM 9.4) formatted in ACI style**
- **All figures, tables, and equations are numbered correctly based on section number in which they appear (TCM 9.3.2-9.4)**
- **References** in ACI style, updated, cited, listed in References section (TCM 5.4, 6.4, 8.3)
- **Guides and Reports formatting (TCM 8.1.3)**
  - **Chapter 1 Description – Introduction and Scope only (TCM 8.1.3)**
  - **Chapter 2 Description – Notation and Definitions only (TCM 8.1.3)**
- **Dual units (TCM 11.4)**
- **Code formatting (TCM 5.2)**
- **Specification formatting (TCM 6.2)**
- **Minor revisions:** List of additions and deletions made to the original document
- **Major revisions:** Summary
- **Ballot summary (TCM 3.5)** - A complete ballot summary includes three items: **1)** Title(s) and opening date(s) of appropriate web ballot(s)  
**2)** TAC Contact correspondence showing approval for any shortened balloting periods (less than 30 days); and **3)** Related committee meeting minutes
- **TAC approval** to develop a new guide or report forwarded to Manager, Technical Documents
- **Summary of balance of interest** (standardized documents only)
- **Proof of TAC approval** forwarded to Manager, Technical Documents (new standards only)
- **List ACI technical committees that should review this draft document for conflicts:**
- **All "New Business items from the last review have been considered by the committee.**
- **Save the checklist to your computer by clicking "File" and choosing "Save As."** Save to the directory of your choice. Attach the checklist to your e-mail to Shannon.Banchero@concrete.org.