



American Concrete Institute
Always advancing

Committee Response to Public Discussion - Submittal Checklist

Document Title:

Date Submitted to ACI Staff:

Include the following items in your submittal of the committee's response to public comments:

Document in MS Word

Incorporate changes into public discussion draft provided by ACI. Use MS Word's Track Changes.

Committee Responses to Public Review

Provide a response to each comment, including a reason for disagreeing with a comment.

Ballot summary - 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

Email checklist and submittal to shannon.banchero@concrete.org or Denise.Pedersen@concrete.org.