

Electronic Submittal Guidelines-TDI Product Evaluation Reports

Engineering Services Program

Submittal Procedure for a NEW Product Evaluation Report Listing with the TDI

General Requirements

1. Submittals to be sent electronically using a dedicated email address.
2. A separate submittal must be provided for each type product to be listed with TDI. TDI will develop a separate evaluation report for each submittal.
3. A separate submittal must be provided for impact resistant and non-impact resistant products.
4. Each submittal must be accompanied with a "Submittal Cover Letter." The Submittal Cover Letter needs to include the following information:
 - a. Letterhead of product manufacturer or third-party entity making the submittal.
 - b. Statement of product type that is being submitted.
 - c. Statement that the product type is for a new listing.
 - d. Summary of the information that is submitted. NOTE: Refer to Submittal Requirements for Product Evaluation for the product to be submitted regarding the specific information to be submitted.
 - e. Contact information (email address and telephone number) for submitter and manufacturer contact if submittal is made by a third party.

You may use the PDF template 'Cover Letter for New Submittals' provided on TDI's website as a guide.

5. The Submittal Cover Letter to be sent in PDF format. The supporting information to be sent in a ZIP file. Send each as attachments in the email.
6. In the subject line of the email; state the reason for the submittal. (Examples: Series 400 Casement Wood Windows-Impact Resistant; New Submittal; or Sure-Lok Standing Seam Steel Roof Panels-New Submittal; or Cedar Grove Vinyl Siding-New Submittal)
7. Upon receipt of the submittal, TDI will assign a Submittal ID number to the submittal. TDI will send an email to the submitter at the email address on the cover letter acknowledging receipt and provide them with the assigned Submittal ID number.

ZIP File for Information to be Submitted

1. A ZIP file is to be sent that contains the folders for the information to be submitted.
2. Provide a file name for the ZIP file that represents the product information submitted. Reference this name in the Submittal Cover Letter.
3. The ZIP file must contain the following folders, by name, as applicable to the submittal:
 - **Test Reports**
NOTE: PDF copies. Include full test report with lab stamped drawings
 - **Certifications**
NOTE: Required for applicable products. PDF copies. AAMA, WDMA, Keystone, or NAMI certification documents
 - **Labels**
NOTE: Required for applicable products. PDF copies or JPEG files. AAMA, WDMA, Keystone, or NAMI performance labels. Manufacturer-Produced labels (as applicable); Provide image of actual labels to be applied to the products
 - **Drawings**
NOTE: Required for applicable products. One (1) PDF copy of each drawing. Drawings must be signed, sealed, and dated by Texas licensed engineer
 - **Analysis**
NOTE: Required for applicable products. One (1) PDF copy. Analysis must be signed, sealed, and dated by Texas licensed engineer
 - **Sample Draft**
NOTE: Provide a WORD version of the same draft evaluation report. This is optional except for membrane roof coverings
 - **Installation Instructions**
NOTE: OPTIONAL. Recommended for the better understanding of the proper installation of the product
 - **MISC**
NOTE: any additional information not covered by the other folders. Could include letters of equivalency, product specification sheets, product brochures, general installation details, etc.

Submittal Procedure for either a RENEWAL or REVISION to an Existing TDI Product Evaluation Report

General Requirements

1. Submittals to be sent electronically using a dedicated email address.
2. A separate submittal must be provided for each renewal or revision to an existing evaluation report listed with TDI.
3. Each submittal must be accompanied with a "Submittal Cover Letter." The Submittal Cover Letter needs to include the following information:
 - a. Letterhead of product manufacturer or third-party entity making the submittal.
 - b. Statement that the submittal is for an update to an existing TDI evaluation report.
 - c. Reference TDI product evaluation report number (Example win3234; dr4505, etc.)
 - d. Summarize the nature of the update:
 - i. NOTE: If the update is an editorial revision, then the nature of the revision can be included in the Submittal Cover Letter and/or an edited copy of TDI's evaluation report.
 - ii. If the update is an inspection agency (AAMA, WDMA, Keystone, or NAMI) certification extension, then only the certification documents need to be submitted, unless the labels have been updated.
 - iii. If test reports, drawings, analysis, etc. are submitted, then this information must be provided in the appropriate folders.
 - e. Contact information (email address and telephone number) for submitter and manufacturer contact if submittal made by third party.

You may use the PDF template 'Cover Letter for Revisions' provided on the website as a guide.

4. The Submittal Cover Letter to be sent in PDF format. The supporting information to be sent in a ZIP file. Send each as attachments in the email.
5. In the subject line of the email; state the reason for the submittal. (Examples: win3234; renewal; impact; or dr2033; revision; non-impact; or ec525; revision)
6. Upon receipt of the submittal, TDI will assign a Submittal ID number to the submittal. TDI will send an email to the submitter at the email address on the cover letter acknowledging receipt and provide them with the assigned Submittal ID number.

ZIP File for Information to be Submitted

1. A ZIP file is to be sent that contains the folders for the information to be submitted.
2. Provide a file name (product evaluation report number (Examples: win245; rc676, dr454, etc.) for the ZIP file that represents the product information submitted for the evaluation report listed with TDI. Reference this name in the Submittal Cover Letter.
3. The ZIP file must contain the following folders, by name, as applicable to the submittal:
NOTE: Depending on the nature of the renewal or revision, not all folders may be required.

- **Test Reports**

NOTE: PDF copies. Include full test report with lab stamped drawings

- **Certifications**

NOTE: Required for applicable products. PDF copies. AAMA, WDMA, Keystone, or NAMI certification documents

- **Labels**

NOTE: Required for applicable products. PDF copies or JPEG files. AAMA, WDMA, Keystone, or NAMI performance labels. Manufacturer-Produced labels (as applicable); Provide image of actual labels to be applied to the products

- **Drawings**

NOTE: Required for applicable products. One (1) PDF copy of each drawing. Drawings must be signed, sealed, and dated by Texas licensed engineer

- **Analysis**

NOTE: Required for applicable products. One (1) PDF copy. Analysis must be signed, sealed, and dated by Texas licensed engineer

- **Sample Draft**

NOTE: Provide a WORD version of the same draft evaluation report. This is optional except for membrane roof coverings

- **Installation Instructions**

NOTE: OPTIONAL. Recommended for the better understanding of the proper installation of the product

- **MISC**

NOTE: any additional information not covered by the other folders. Could include letters of equivalency, product specification sheets, product brochures, general installation details, etc.