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## **TCA Handbook Submission Form**

Company Name: \_\_\_\_\_

Submitter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

FAX number: \_\_\_\_\_

Product Description and Application: \_\_\_\_\_

List other manufacturers of this product or competing products:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are there written instructions? If yes, please provide a copy. \_\_\_\_\_

Is a warranty provided by your company on the product? \_\_\_\_\_

List any supporting data references from past testing - you may list sources and/or attach results on a separate sheet if desired:

Test and date: \_\_\_\_\_

Test and date: \_\_\_\_\_

Test and date: \_\_\_\_\_

Comments: \_\_\_\_\_

How long has the product or system been available? \_\_\_\_\_

How many square feet (or applicable unit of measure) per year have been installed? \_\_\_\_\_

General Notes and Comments: What distinguishes your product from other existing (similar) details in the TCA Handbook? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TILE COUNCIL OF NORTH AMERICA, INC.**

100 Clemson Research Boulevard . Anderson, South Carolina 29625 . Phone: 864-646-8453 . Fax: 864-646-2821



**Testing Services:** [testing@tileusa.com](mailto:testing@tileusa.com) . **Literature Orders:** [literature@tileusa.com](mailto:literature@tileusa.com)

**Please submit a drawing with your application.**

1. The drawing should be in .dwg or .pdf format and UNLOCKED for editing purposes.
2. If necessary, start with a photocopy of an existing detail from the TCA Handbook that is close to what you will be submitting and edit the drawing to fit your product.
3. ALL DRAWINGS must include your company name and other contact information.
4. ALL SUBMISSIONS must include information about the product (these can be selected from existing details as appropriate):
  - a. **Recommended Uses: for example...**
    - i. Joist spacing
    - ii. Wet area, dry area only, etc.,
    - iii. Membrane required, etc.
  - b. **Limitations: for example...**
    - i. Cure times,
    - ii. Dry areas only, above or below grade, etc.
    - iii. Chemical exposure limitations
    - iv. Deflection, etc.
  - c. **Requirements: for example...**
    - i. Maximum truss spacing
    - ii. Minimum underlayment thickness, type, etc.
    - iii. Subfloor – gap spacing, T&G,
    - iv. Surface preparation, etc.
  - d. **Materials: for example...**
    - i. Mortar type – ANSI spec.#, etc.
    - ii. Grout type – ANSI spec.#, etc.
    - iii. Membrane system – ANSI spec.#, etc.
  - e. **Preparation by Other Trades: for example...**
    - i. Treatment of board joints and fastening schedule
    - ii. Subfloor preparation
    - iii. Subfloor variation limitations
  - f. **Movement Joint requirements**
  - g. **Installation Specifications: for example...**
    - i. Tile – per ANSI A108.XX
    - ii. Grout – per ANSI A108.YY
    - iii. Membrane – per manufacturer’s instructions, etc.
  - h. **For any of the above which does not apply please include the category but mark it “not applicable” (N/A).**

You will be sent a confirmation e-mail once your completed submission is received. Thank you for taking the time to make a submission to the Handbook. Your participation in this process is important to the industry.

Questions? Call: D.J. Liefer – 864-646-8453 or [djliefer@tileusa.com](mailto:djliefer@tileusa.com)

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