

DUKE FORMULA CHANGE SUBMISSION CHECK LIST FOR ACMI CERTIFICATION-
3RD PARTY SUPPLIER

- Submit changes to the existing formula Duke has on file- addition or deletion of ingredients, changes in loading, changes in ingredient suppliers- be sure to provide the MANUFACTURER NAME, CHEMICAL NAME, CAS# AND % LOADING. Access an Excel template for this submission at <https://cfm.duke.edu/occupational-environmental-medicine/consult-services/toxicology-program/resources>.
- Submit SDS for NEW each ingredient (if unknown to Duke)
- Total lead testing will be required if the product will be marketed to Children or carry the AP seal and will likely be required for most formula changes (on product, labels/surface coatings and plastics)) by a CPSC certified lab. A list of approved labs can be found at: <https://www.cpsc.gov/cgi-bin/labsearch/>
- Reference your Manufacturer number and Duke product number when submitting a formula change
- Provide any new brand names/colors and skus if applicable
- Please encrypt your submission to Duke with your company specific password. If you do not know your password, please contact Caroline Rourk for this information.
- It is important to notify Duke whenever a change has been made to the formula

Submit the above information to Duke at: rourk003@mc.duke.edu

If you have questions or need additional assistance, contact Caroline Rourk at the above email or at 919-681-6535

