

DUKE NEW PRODUCT SUBMISSION CHECK LIST FOR ACMI CERTIFICATION- 3RD

PARTY SUPPLIER

- Submit complete formulation including MANUFACTURER NAME, CHEMICAL NAME, CAS# AND % LOADING for each ingredient- you can access an excel template for this submission at: <https://cfm.duke.edu/occupational-environmental-medicine/consult-services/toxicology-program/resources>
- Submit SDS for each ingredient (if unknown to Duke)
- Indicate if product is for Children or General Purpose
- Total lead testing will be required if the product will be marketed to Children or carry the AP seal(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/>
- Provide a Duke product number(if previously assigned by your ACMI customer) or Duke will choose one based on product type
- Provide samples of the product in packaging
- Provide any applicable brand names/colors and skus
- Provide product weight or size
- 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.
- Be SURE to identify your ACMI member company and contact person when submitting new product information. Please have your ACMI member company contact Duke to directly initiate the product review and confirm who will be paying for the evaluation.
- Please provide your full company name, address, phone, fax primary contact name and email.

 **Duke Community & Family Medicine**

Duke University School of Medicine

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