

**DUKE NEW PRODUCT SUBMISSION CHECK LIST FOR ACMI CERTIFICATION-
WRITING INSTRUMENTS- 3RD PARTY SUPPLIER**

- Submit complete INK 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>
- If you are not making the ink yourself, please identify your ink manufacturer by company name, contact person and email address. Confirm if Duke has previously reviewed their inks and if so request their Duke product number. If not, please advise them to provide the complete ink formulation to Duke(send 3rd party supplier new product submission checklist
- 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) 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 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 ink laydown testing, nib width, ink weight
- 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.

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

