

**DUKE NEW PRODUCT SUBMISSION CHECK LIST FOR ACMI CERTIFICATION-  
PENCILS- 3<sup>rd</sup> 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 formulations for core and lacquers/imprint inks as separate attachments
- Submit SDS for each ingredient (if unknown to Duke)
- Submit SDS for pencil adhesive
- 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 for all pencil components
- Provide a Duke product number(if previously supplied by your ACMI customer) or Duke will choose one based on product type ) by a CPSC certified lab. A list of approved labs can be found at: <https://www.cpsc.gov/cgi-bin/labsearch/>
- Provide samples of the product in packaging
- Provide any applicable brand names/colors and skus
- 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](mailto:rourk003@mc.duke.edu)

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