

**DUKE NEW PRODUCT SUBMISSION CHECK LIST FOR ACMI CERTIFICATION-  
PENCILS**

- 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 ) 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 supplied 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
- 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](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

