

**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

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

