

Listing Procedures

The following directions and explanations are provided to enable you to list your products with MPI in an efficient and effective manner.

A link to the MPI Standards (at the MPI Store), MPI Testing Costs and the required forms will be provided at the bottom of this page. It is suggested that the prospective listing manufacturer purchase the applicable standard(s) prior to sending products in for testing.

General Notes:

MPI has three different types of categories in which manufacturers can list their products;

a.. **'Intended Use'** categories. No laboratory testing is performed. Information on the manufacturer's technical data sheet is compared to MPI category description. Upon approval, the product is listed. Literature review cost: US\$ 100.00. Original manufacturers and distributors are allowed to list. Documents needed are technical data sheet, material safety data sheet, label, and the appropriate application form(s). No liquid sample is required.

b.. **'Evaluated Use'** and **'Detailed Performance'** categories. Laboratory approval is required before listing. A 1 quart or liter of liquid sample is required for testing and the cans must have the lids secured by the use of can clips. A PS (product submittal) number must be on each and every sample sent to the lab or it will not be tested.

1. A product may be submitted for each MPI category. *(Please note that only the original manufacturer may apply for listing of their product under a detailed performance category.)*
2. The required technical data sheets, material safety data sheets and product label (see below) must be attached to the appropriate MPI form.
3. MPI Forms: A master form has been provided for both Intended Use and Detailed Performance categories. This form must be completed and signed by an authorized company technical officer for each category in which a product is being submitted.
4. MPI Forms - Explanation of Terms:
 - Listing Mfr.:** Manufacturer or Sub-manufacturer
 - Label:** Product line (if applicable)
 - Product Name:** Name, as it appears on the label
 - Code:** Product number, as it appears on the label
5. For a brief description of the product characteristics of the individual MPI categories and a listing of products which have been approved, refer to the [MPI Approved Product List](#).
6. A testing and listing form must be completed and sent to MPI prior to the listing of any products.

Costs associated with listing:

1. An annual listing fee – 2012 fee is \$1361.62. This fee allows the manufacturer to list one product in each and every MPI category if they so wish. If you wish to list more than one product in a single category an

additional listing fee of \$1191.27 will be charged (i.e. two products in MPI # 10). For each extra product in a single category and additional listing fee will be applied. This fee is only charged once a year (January) or upon initial listing.

2. Testing costs for detailed performance categories (see attached link) or document review fees for intended use categories (\$100.00)
3. Any costs associated with shipping the product(s) to the lab.

Once the listing fee is paid and the agreement is signed, the product is listed. Approvals are valid for approximately two years (on the anniversary of the category testing date not the product testing date). At the conclusion of the approval period, a note is sent to the manufacturer requesting a sample of the product listed, for confirmation testing, and indicating that listing will be deleted if a sample is not received. The manufacturer must submit confirmation testing application form, TDS, MSDS and a label along with the liquid sample(s). Confirmation testing fees are 45% of approval testing fee. If the product fails confirmation testing, the manufacturer is given 30 days to provide an explanation and a strategy to comply with the applicable MPI standard. If the manufacturer does not respond or non-conformance continues after submitting a second sample, the product is deleted from the MPI Approved Products List.

Contact person:

One individual will receive all the correspondence from MPI and will be responsible for distributing the information to all involved parties within the applicant's organization. Please print and complete the contact sheet and send it along with your listing application form(s). We need your name, position or title, address, phone, fax and email.

New listing manufacturers are also asked to complete a manufacturer survey. This survey enables us to develop a company profile for you in the MPI Approved Products List.

Questions & Concerns:

Please address all questions and correspondence to Bob Welch (Technical Director) bob.welch@mpi.net , Ian Miles (Senior Lab Chemist) ian.miles@mpi.net or Shelly Chandler (Senior Admin. Assistant) shelly@mpi.net if you have any technical questions or concerns. Phone: 1-888-674-8937

Gina Fleitman – Director of Marketing - gfeitman@mpi.net Phone: 412-431-8333

MPI (Master Painters Institute)
2800 Inlgeton Ave.
Burnaby, BC
V5C 6G7

Send all paint samples to:

MPI (Master Painters Institute)
c/o KTA-Tator
Attn: Cindy O'Malley
115 Technology Drive,
Pittsburgh, PA 15275
Phone: 412-788-1300 ext 180

Forms & links:

1. Listing Procedures
2. Intended Use Application
3. Detailed Performance Application

4. Detailed Performance Re-Test Application
5. Guide Formula Application
6. X-Green Application
7. Manufacturer Survey
8. Contact sheet
9. Confirmation Test Applications
10. Testing Cost Price List
11. MPI Performance Standards (MPI Store)

Check off list for sending a product for approval:

- Completed Testing & Listing Agreement
- Appropriate application form(s) completed
- Manufacturer survey completed (one only copy is needed initially)
- Contact Sheet completed (one only copy is needed initially)
- PS# is on the paint sample and the application form(s)
- Send the TDS (technical data sheet), MSDS and label with the application form to MPI
- One quart/liter of un-tinted white paint is ready for shipment with can clips attached, sent to KTA-Tator