

# LISTING PROCEDURES

The following directions and explanations are provided in order to help you and MPI with the product approval process in an efficient and effective way. The required forms are shown as links which can be downloaded and printed to expedite the approval process. Note the link to the MPI Standards Order Form to obtain copies of MPI Standards.

## *General Notes:*

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. **SORRY, ENTIRE SPECIFICATION MANUALS WILL NOT BE ACCEPTED; INDIVIDUAL SHEETS MUST BE ATTACHED TO THE MPI FORM.**
3. MPI Forms: A master form has been provided for both Intended Use and Detailed Performance categories. This form must be duplicated, 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. For a price list and order form for MPI Product Specifications, refer to the MPI Product Standards Order Form.

## *Intended Use Products:*

1. Refer to *General Notes*
2. Complete and sign an **Intended Use Application Form** for each product being submitted (Remember to indicate the MPI Category in the space provided)
3. Attach the product's **technical data sheet, material safety data and product label** sheet to the MPI form.

## *Evaluated Performance:*

1. Refer to *General Notes*
2. Complete and sign an **Evaluated Application Form** for each product being submitted. (Remember to indicate the MPI Category number in the space provided.)
3. Attach the product's **technical data sheet, material safety data sheet and product label** to the MPI form.
4. Submit one quart/litre **sample(s)** of the product for MPI testing. Samples of untinted white are required.  
*Notes: All shipments of paint samples must have the lids secured by the use of can clips.  
All shipments of samples must be accompanied by the MPI Customs Letter.*

## *Detailed Performance:*

1. Refer to *General Notes*
2. Complete and sign an **Detailed Performance Application Form** for each product being submitted. (Remember to indicate the MPI Category number in the space provided.)
3. Attach the product's **technical data sheet, material safety data sheet and product label** to the MPI form.
5. Submit one quart/litre **sample(s)** of the product for MPI testing. Samples of untinted white are required.  
*Notes: All shipments of paint samples must have the lids secured by the use of can clips.  
All shipments of samples must be accompanied by the MPI Customs Letter.*

**Contact Person:**

The following individual will receive all correspondence from MPI and will be responsible for distributing the information to all involved parties within the applicant's organization. Please print, complete and include with listing application.

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Application Checklist:**

- Submitted all Intended Use applications (including MPI Intended Use Application Form, Technical Data Sheets, Material Safety Data Sheets and Product Label
- Submitted all Evaluated Performance applications (including MPI Evaluated Performance Form, Technical Data Sheets, Material Safety Data Sheets, Test Samples and Product Label
- Submitted all Detailed Performance applications (including MPI Detailed Performance Form, Technical Data Sheets, Material Safety Data Sheets, Test Samples and Product Label
- Submitted Contact Person information
- Completed and submitted Manufacturer Survey
- Have made copies of all submittals for your own records

**Please contact MPI's Technical Director at 1-888-674-8937 (toll-free) or Email [info@paintinfo.com](mailto:info@paintinfo.com) with any technical questions or concerns you have.**

Please address any questions, correspondence or shipments to:  
Mr. Bob Welch, Technical Director / Mr. Anoush Alipour, Senior Chemist  
toll free telephone: 1(888)674-8937  
toll free fax: 1(888)211-8708  
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