

Safety Data Sheet Request Letter

Dear SDS Manager:

The occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) requires employers to obtain Safety Data Sheets (SDSs) for all hazardous products used in their facilities so that they can make them available to employees who may be exposed to the products in their workplace.

In an effort to comply with OSHA's Hazard Communication Standard, we are requesting that you send us a safety data sheet (SDS) for the products listed below in the required, standardized (16-section) format. Please also consider this letter as a standing request for all further information concerning the safety and health aspects of the listed products.

Please send the requested information to:

If a safety data sheet is unavailable for this product, please send a letter stating that fact. According to the regulation, this denial must be in writing, and be sent within thirty days of this request. This will also help me to avoid further unnecessary attempts to obtain the SDS.

Thank you for your timely response to my request.

Sincerely,

Product Name(s) _____