

Sample Letter for Requesting a Safety Data Sheet (SDS)

Use with WAC 296-800-170

This sample form letter shows what information you need to include when requesting Material Safety Data Sheets (SDSs) from a manufacturer or distributor. You can use this sample as a guide to develop your own form letter.

Sample Form Letter

Date of your request

(Name of manufacturer/distributor you need the MSDS from)

(Their address)

(City, state, zip code)

(Their fax number if you make this request)

Subject: Safety Data Sheet Request (SDS)

Please send us the (SDSs) for the following product(s):

(1) _____

(2) _____

(3) _____

Our business needs the SDS(s) listed above to comply with the Chemical Hazard Communication Standard, WAC 296-800-170 and OSHA Hazard Communication Standard, 29 CFR 1910.1200(g). Please make sure that the SDS(s) you send us meet the requirements of the content and distribution of safety data sheets (SDSs) and label information, Chapter 296-839 WAC (equivalent to 29 CFR 1910.1200, OSHA Hazard Communication Standard).

Thank you for your immediate response.

Sincerely,

Your name

Your company's name

Email and Business address