

**DELAWARE CITY SCHOOLS**

EMPLOYER'S SAMPLE REQUEST LETTER FOR MSDS

Date

Supplier/Manufacturer  
Address  
City

Gentlemen:

OSHA'S Hazard Communication Standard requires employers to have Material Safety Data Sheets (MSDS) in their workplaces, on all hazardous substances. Additionally, the Standard requires manufacturers of hazardous substances to prepare and provide MSDS's to their purchasers, either directly or through their sellers.

We currently purchase the following products from you:

- 1.
  - 2.
- etc.

Please send a completed MSDS on each of the above products, or statement that the product is exempt from these regulations.

Sincerely,