

Subject: OSHA HAZARD COMMUNICATION STANDARD

To Whom it may Concern:

The Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (29 CFR 1910.1200), adopted by the Department of Commerce who regulates School Districts, states that contractors/suppliers must be informed of the hazardous chemicals their employees may be exposed to while performing their work and any appropriate protective measures. In order to comply with this requirement, the School District has developed a list of all the hazardous chemicals known to be present within our District. A Material Safety Data Sheet (MSDS) is also on file for each of these chemicals and/or hazardous substances. This information is available to you and to your employees upon request.

In order to protect the safety and health of our own employees, contractors/suppliers must provide (upon request) an MSDS on any hazardous chemical(s) or material(s) which they bring into this District. Failure to provide this information in a timely manner will result in the removal of the contractor/supplier from the premises.

Each employer is also responsible for notifying any subcontractor that they employ regarding the requirements of OSHA's Hazard Communication Standard and about the other provisions described in this letter.

If we can be of any further assistance, please feel free to contact me at \_\_\_\_\_.

Sincerely,

Hazard Communication Program Director