

SAMPLE LETTER REQUESTING INFORMATION WORKER LETTER

(Date)

(Employer Name)

(Address)

(City, State, Zip)

Re: Request for Information

Dear (Name):

Pursuant to Labor Code § 6360 et seq. and Title 8 California Code of Regulations 3204,* I am requesting copies of all information, including records, tests, or analyses you have in your possession regarding substance(s) to which I am exposed, or may be exposed during an emergency, during the course of my work at your facility (plant name) located at (plant address, city, state, zip).

- 1) Material Safety Data Sheets (MSDS)
 - a) (trade name, generic name and/or common name)
 - b) (trade name, generic name and/or common name)
 - c)
- 2) Results of any exposure monitoring conducted (specify time period)
- 3) Medical records
- 4) Results of any analyses using exposure and/or medical records
- 5) A copy of your written hazard communication program
- 6) A list of all toxic chemicals used in the facility
- 7) A copy of the OSHA Log 300 for the years [you can go back 5]

I would appreciate a response to this letter within 15 days. You may reply to the address noted below.

Sincerely,

(Your Name and Title, if any)

(Your Address)

(Your City, State, Zip)

(Your Phone)

* In Federal OSHA jurisdictions, this request is pursuant to 29 Code of Federal Regulations 1910.1200 (Hazard Communication), 1910.20 (Access to Medical and Monitoring Records), and 1904.7 (Log 300).