

SAMPLE LETTER REQUESTING INFORMATION UNION REPRESENTATIVE LETTER

(Date)

(Employer Name)
(Address)
(City, State, Zip)

Re: Request for Information

Dear (Name):

I am the (title and name of union), the authorized union representative for (the craft you represent or all workers at your plant). 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 workers are exposed, or may be exposed during an emergency, during the course of 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]

Appropriate release forms are enclosed. I would appreciate a response to this letter within 15 days. You may reply to the address noted below.

Sincerely,

(Your Name and Title)
(Your Union and Local)
(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).