To Whom It May Concern:

Subject: Authorization of CCOHS to solicit and collect SDS from your organization on our behalf

We work with the Canadian Centre for Occupational Health and Safety (CCOHS) to help us manage our safety data sheet (SDS) collection. We use their online CANManage service (https://www.ccohs.ca/products/msds/msdsservice.html) to help us meet audit and legislative requirements under WHMIS 2015.

This letter authorizes CCOHS to act on our behalf in the solicitation and collection of safety data sheets from your organization.

As one of our suppliers, the SDS from your company play an essential role in the management of our organization’s SDS collection and ultimately, in keeping our workplace safe and in compliance with legislative requirements. We would appreciate your cooperation in providing CCOHS with the most current SDS versions (in both English and French if available) for the requested products used by our organization.

To ensure the safety data sheets are easily accessible and current, they will be added to our CANManage online service. If there are any concerns regarding access to these SDS documents, please let CCOHS know, and they can ensure that SDS are not included in their main SDS database.

Thank you in advance for your ongoing support regarding this request.

(Please add your signature block here, including: Name, Title, Company Name)