

*(Insert your company's logo/letterhead)*

Good Morning/Afternoon Everyone,

I am pleased to introduce our new safety data sheet (SDS) management service, **CANManage** by the Canadian Centre for Occupational Health and Safety (CCOHS) ([www.ccohs.ca](http://www.ccohs.ca)).

We will be working with CCOHS to keep our workplace safe and to meet our WHMIS 2015 data sheet obligations. Using CANManage will help us maintain our custom collection of data sheets so they are easily accessible, current and complete. An added benefit of using CANManage is that CCOHS will monitor for updated data sheets and provide us with the most current SDSs available.

To access the service, please visit: <http://ccinfoweb2.ccohs.ca/msds/management/login.lasso>

Username: *(insert here)*

Password: *(insert here)*

Please review the attached **CANManage User Guide** for additional information on how to use the service. Any questions you may have can be directed to *(insert company contact name here)* at *xx@xx.com*.

Best regards,

*Company Contact Signature Block*