

CONOCO CHEMICALS - MATERIAL SAFETY DATA SHEET
DISTRIBUTION PROCEDURES

It is Conoco Chemicals policy that customers and others handling our products should have the information necessary to do so in a safe and healthful manner. To achieve this goal, Material Safety Data Sheets have been developed for our products. Following are the procedures used to distribute the necessary information.

- I. The Material Safety Data Sheet program will be administered by the Biomedical and Environmental Affairs Department.
- II. On an annual basis, applicable Material Safety Data Sheets will be mailed to current customers. This will be done in cooperation with Marketing Administration. Mailing lists will be generated by product or product areas from the Pricing Notification List.
- III. During the period between annual mailings, Biomedical and Environmental Affairs will be notified of new or first time customers so that applicable MSDSs can be sent as needed. This will be done by copying Environmental with the Update Price Notification Records File letter when new customers are added.
- IV. Other requests received during the period between annual mailings should be directed to the Biomedical and Environmental Affairs Dept.
- V. If there is a significant change or addition of information on a MSDS, revised copies of the MSDS will be sent to current customers of the affected product as soon as practicable.
- VI. The following records will be kept by Environmental:
 - A. One copy of the cover letter and the mailing list for the annual mailing.
 - B. A copy of the transmittal letter for any other mailing during the year.