



E. I. DU PONT DE NEMOURS & COMPANY
WILMINGTON, DELAWARE 19898

cc: Executive Committee *JEH* *NRW*
L. R. Wonderly
Environmental Quality Committee
Manufacturing Environmental Comm.
Product Environmental Committee
Departmental OSH Committee
Haskell Liaison Committee *JEH*

ENVIRONMENTAL QUALITY COMMITTEE

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File in "Guidelines" env.

HEADS OF DEPARTMENTS

GUIDELINES
NOTIFYING EMPLOYEES ABOUT CHEMICALS IN THEIR WORKPLACE

It is Du Pont policy to inform employees of known potential hazards encountered in the workplace. Information provided to employees on chemical exposures should include, as appropriate, chemical names, work procedures and standards, Material Safety Data Sheets or equivalent, exposure monitoring results, potential health effects from overexposure, relevant results from medical examinations, protective control measures, and appropriate new test or study results.

The Du Pont Chemical Inventory offers a further potentially convenient source for providing interested employees with information on chemicals in their workplace, irrespective of presumed hazard. From the Inventory, sites can rapidly develop appropriate lists including their raw materials, isolated intermediates, manufactured chemicals, and routinely used laboratory reagents.

Requests by employees to review contents of these lists for their area or site should be promptly honored. In response to an employee's written request explaining the reason, arrangements can be made to provide copies of proprietary documents for necessary off-site use; any required agreements should be expedited. Employees reviewing or receiving information should be reminded of their responsibility not to divulge designated confidential information to others without Company consent.

In a few cases because of either limitations placed on us by suppliers, proprietary considerations, or our incomplete knowledge, it may not be possible to list the complete chemical identity of certain materials. In such cases, we should make every effort to provide available data, sufficient for them to assess potential hazards from exposure to the particular chemicals.

R. E. Heckert
R. E. HECKERT
CHAIRMAN
ENVIRONMENTAL QUALITY COMMITTEE

DUP 0910375

BETTER THINGS FOR BETTER LIVING . . . THROUGH CHEMISTRY

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