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TO: John Langford

FROM: Tom Grumbles
DATE: April 12, 1985

**Interoffice
Communication**

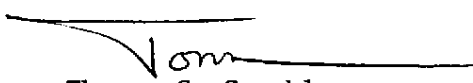
SUBJ: CUSTOMER MATERIAL SAFETY DATA SHEET DISTRIBUTION

VISTA

In 1983 we did our first distribution of product Material Safety Data Sheets (MSDS) to all current customers. At that time it was decided that you would sign the transmittal letter. We are preparing to do a similar mailing of MSDS's and I would appreciate your thoughts on who should sign the letter this year.

For your information there is now an OSHA regulation which requires that chemical manufacturers send MSDS's to their customers. Also, the MSDS's we receive generally have a cover letter. These letters are signed by a company official in a wide range of organizational levels from purchasing managers to executives.

When you have identified who should sign the letter this year we will seek their input on the content of the letter. Thank you for your attention to this matter.


Thomas G. Grumbles

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