

# Model Documentation of Request to Supplier for GHS-Compliant SDS/Supplier Label



## INTRODUCTION: HOW TO USE THIS TOOL

The Material Safety Data Sheet (MSDS) and WHMIS supplier label are being replaced. By December 1, 2018, all hazardous products (aka, what were once called 'controlled products') will require a new GHS Safety Data Sheet and supplier label. Starting Sept. 1, your suppliers should provide you compliant SDS and supplier labels for their products. But if they don't, you'll need to take the bull by the horns and request them to send the materials you need. You'll be able to get by without an SDS and/or supplier label for 3 to 6 months provided that you can document the reasonable efforts you make to obtain the materials from your supplier. A written request (or thorough documentation of a verbal or oral request) will be a crucial piece of documentation. Here's a Model Documentation of an Oral Request you can adapt. [Click here](#) for a parallel form you can use to document written requests.

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## MODEL DOCUMENTATION OF REQUEST TO SUPPLIER FOR GHS-COMPLIANT SDS AND/OR SUPPLIER LABEL

Date of Contact:

Name of Supplier Company:

Supplier Phone Number Contacted:

Name and Title of individual spoken to/or contact at Supplier:

Chemical for which SDS/Supplier Label requested:

Date Chemical Shipment received:

Reason for request:

\_\_\_\_\_ SDS not supplied

\_\_\_\_\_ SDS supplied but incomplete or otherwise defective (explain)

\_\_\_\_\_ Supplier label not supplied

\_\_\_\_\_ Supplier label supplied but incomplete or otherwise defective

Missing information or problem with SDS/supplier label (For SDS refer to Section # and/or relevant subheading):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplier response to request:

\_\_\_\_\_  
\_\_\_\_\_

State below the name and title of the individual making request

\_\_\_\_\_

Signature of Individual making request:

\_\_\_\_\_