

## **MEMORANDUM**

**TO:** New Employees  
**FROM:** David Daignault, Coordinator of Health and Safety  
**RE:** Employee Exposure (Product Usage) Record

In accordance with the New York State Right to Know Law, employers are required to keep a record of names and addresses of its employees who use or handle hazardous chemicals in their work place. Records must be maintained on each employee using such products and retained for a period of Forty (40) years.

For your information, a hazardous substance can be identified by a health or hazard warning that may be on the product label. Warnings such as “flammable”, “Combustible,” “Avoid skin contact or breathing vapors”, are examples to be used in the identification of such products that should be listed on the Employee Exposure Record.

Please complete the attached Record and return it to your supervisor. List the hazardous substances that you regularly use in your work area. If you have a question as to whether or not an item is hazardous list it anyway. If you do not use or handle any hazardous substances complete the Record form and write “**None**” on the face of the form. Return your completed form to your supervisor.

**If submitted, data from last year is pre-printed on the form. Add products that you currently use and cross out products no longer used. Please print the information so that it is legible.**

The Employee Exposure Record is for your protection. Therefore, your cooperation in promptly and accurately completing the Record is appreciated. Questions regarding completion of the form or the nature of the substances you may be working with should be directed to your supervisor.

Your supervisor is required to review, sign, and forward the forms to the Health & Safety Office, Operations & Maintenance Building.

Thank you.