

SAMPLE COVER LETTER ACCOMPANYING ACCESS ORDER

Date

Employer Name
Address
City, CA ZIP

Dear Employer:

The Chief of the Division of Occupational Safety and Health requests that you comply with the accompanying Access to Employee Exposure and Medical Records Order pursuant to the authority granted to the Division in Title 8 California Code of Regulations Sec. 3204(e) (3) (A) .

In addition, it is requested that you provide to a representative of the Chief access to the employee exposure and medical records and to any analyses using these exposure and medical records specified in the Order.

Any objections you may have about the Access Order should be made in writing to the Chief of the Division of Occupational Safety and Health.

Thank you for your cooperation in this matter.

Sincerely,

District Manager

enclosure