

MSDScomplianceSM SERVICE DESCRIPTION

MSDScomplianceSM Services is a document maintenance program which provides for the annual review and update of all finished product M/SDSs and labels authored by MSDSpro. During the scheduled review process, these documents are examined for the regulatory changes in the countries the customer's products are distributed at no additional charge. At any time, the customer may also re-brand its authored M/SDSs and/or make minor modifications to the authored M/SDSs and labels for a nominal charge outside the annual scheduled date.

A **minor modification** is defined as any change to the document that does not require the re-classification of a product. These changes include: address, telephone number, fax number, email address, logo changes, product name and **minor** formulation changes. The composition of the finished product must be with the same ingredients at all times. Only slight concentration modifications (not affecting the classification) are included.

Any change that forces the re-authoring of the document, i.e., regulatory changes by country, formulation substitutions (including changes in 'cut-off' percentages that would change the final classification), or any other change affecting the classification of a document is considered a **major change**. When a major change results in the re-authoring of the M/SDS, the customer is sent an MSDSpro Authoring Services quote for the new document. All work is to be approved and prepaid by the customer prior to the commencement of authoring services.

DOCUMENT REVIEW AND UPDATE PROCEDURE

M/SDSs and labels are reviewed annually, and are grouped based on the original date authored. The Active Product List is sent to the customer prior to the scheduled review. This review and update process applies only to the customer's active products, and addresses all aspects of compliance. Once the review is complete, the M/SDSs and labels are then re-issued with a new version number and updated revision date.

The fee for MSDScompliance ServicesSM is charged annually, and is based on the number of active documents. The customer's requests for minor modifications (logo, address, etc.) may be submitted with its confirmation of the MSDSs and labels to be updated. The customer will then receive a schedule with the estimated date of completion.

QUESTIONS

For questions or additional information on MSDScomplianceSM Services or M/SDS and Label Authoring Services, please call Louisa Stevenson, MSDSpro Regulatory Services Manager, at 503-387-3841, or send an email to l Stevenson@MSDSpro.com.