

Table 10-1 Sample Exposure Recordkeeping Information Notification

DATE: _____

TO: Medical Recordkeeping File: _____

FROM: _____

SUBJECT: EMPLOYEE EXPOSURE CHARACTERIZATION REPORT

This report documents the exposure of the above employee to

_____ from _____ through
_____. During this time frame, exposure is characterized for
_____ days; _____ hours per day.

During this time frame, the following personal protective equipment was used:

This characterization is above/below the recommended exposure limit of

_____, without regard to the use of personal protective
equipment.

This characterization is above/below the recommended exposure limit of

_____, with PPE used.

Other:

Any questions should be forwarded to your supervisor. Information will be
indefinitely maintained in compliance with the corporate medical recordkeeping policy.

Original: Medical Recordkeeping File

cc: Employee