

Dear Chlorine User:

The Chlorine Institute and member companies supplying chlorine believes that there is no acceptable level of chlorine incidents. As a member of the Chlorine Institute, **we (or insert company name)** believe our customers of chlorine must continually strive to reduce chlorine incidents in their operations with the ultimate goal of eliminating all such incidents. Only through continuous improvement in chlorine safety performance and prudent attention to security can the industry and all participating in it hope to achieve long-term success.

The Chlorine Institutes' Product Stewardship Issue Team (PSIT) has developed several checklists intended to help customers assess in plant processes used in handling and storage of bulk & packaged chlorine and Sodium Hypochlorite. The Institute encourages member companies to use these checklists, or a checklist developed by the member company, to conduct an assessment on new customers and those existing customers who might benefit from the assessment.

The checklists are intended only to provide general information to assist both the suppliers of chlorine and their customers. The checklists emphasize key chlorine specific recommendations and reference the Chlorine Institute pamphlet where more detailed information can be found. These checklists are not meant to replace or completely identify regulatory or other requirements that may be applicable at each customer facility. The completed checklist is intended to be kept confidential between the supplier and the customer unless it is mutually agreed to release it to other parties.

Chlorine Institute technical publications referenced on the checklists may be purchased from the bookstore section of the Chlorine Institute's website - [www.chlorineinstitute.org](http://www.chlorineinstitute.org). The pamphlets referenced in the checklists may be downloaded at no cost.