

## Subject: Request for Confidential Treatment of Information

[Date]

Cheryl Niemi, Senior Toxics Reduction Planner  
Hazardous Waste & Toxics Reduction Program  
Department of Ecology  
PO Box 47600  
Olympia, WA 98504

Dear Cheryl,

I hereby certify that the following information meets the requirements for confidential treatment pursuant to RCW 43.21A.160:

### Information we request Ecology keep confidential

[Identify which product and chemical information is requested to be held confidential, making reference as appropriate to what specific details, among the following **categories of required information** that you request to be treated confidentially:

- A list of products containing priority chemicals.
- Product ingredients.
- Information regarding exposure and chemical hazard.
- A description of the amount and the function of the high priority chemical in the product.]

### Justifying the need for confidentiality

[Provide **justification for the grant of confidentiality** to ensure that we can process your request in a timely manner, without having to ask for further clarification. The more narrowly you can write your request, the more likely your request is to be granted. This helps afford reasonable transparency to the public for Ecology's Administrative Order.

Please provide explanations and certify that:

- Information in the document(s) relates to processes or production unique to your company.  
OR
- Disclosure of information in the document(s) may adversely affect your competitive position.]

### Additional information to support this request

[In considering the request, the director must determine that a grant of confidential treatment of the document(s) will not be detrimental to the public interest. You may provide **additional information** to assist the director in making this determination.]

I understand that if granted, the director's grant of confidentiality will be conditioned as described in the Ecology document titled "Safer Products for Washington Manufacturer's Data Request—Information for Businesses Submitting Confidential Business Information to Ecology under RCW 70A.350."

I can be reached at [email address] or [phone number].

Sincerely,

[Name] [Title]  
[Company Name]