**September XX, 2020**

**TO: Enter name of contact person, agency, state, email, phone)**

This is a news media request on behalf of the Howard Center for Investigative Journalism at University of Maryland pursuant to the Freedom of Information Act and other applicable laws.

I request the following records for calendar year 2020 in electronic format maintained by U.S. OSHA Region **FILL IN NUMBER OF REGION** and/or its area offices:

1. All databases of formal and nonformal complaints, including but not limited to information on date, location, employer, complainant, nature of complaint, narrative, agency response, status and disposition

2. All databases of formal and nonformal complaints concerning COVID-19, if separate from above

3. Copies of all formal and nonformal complaints that mention COVID-19, and all records of agency response to those complaints

4. Any and all rules, regulations, standards, emergency standards, executive orders or guidelines that apply to workplace COVID-19 risks, protections or exposures

5. Any and all rules, regulations, standards or executive orders relating to infectious disease exposure in workplaces.

If any information is exempt from disclosure, I request you use your discretion to release it unless it is required by law to be withheld, given the significant public interest in worker health and safety during the pandemic. If removal is required, please provide the releasable portions of the records.

I request that you waive any fees, as this request is for news gathering in the public interest and not for commercial use. The Howard Center is a program of the University of Maryland, a public institution.

Please let me know if I can modify this request to better match your record-keeping and speed the response. I am requesting the records in electronic form but, if that is not available, will accept in whatever form you maintain them.

Sincerely,

**Yourname**

Howard Center for Investigative Journalism

7765 Alumni Drive

College Park, MD 20742

**Yourphone**

**Yourumdemail**