



A. G. Layne, Inc.

Shell Oil and Chemical Distributor
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February 6, 2013

Dear Customer:

The **Drug Enforcement Administration** is enforcing the Chemical Diversion and Trafficking Act of 1988, which requires each vendor or “regulated person”, as defined in this Act, to maintain records and reports of “listed chemicals & certain machines” which are sold, purchased or delivered between individuals, corporations, partnerships, associations or other legal entities. For your reference, chemicals offered by us that are reportable under this Act include toluene, acetone, methyl ethyl ketone, methyl isobutyl ketone.

Among the requirements imposed on **SELLERS** by the Act, are the following:

- 1) The seller must keep records of the buyer to verify that this is a viable business operation. The seller must also keep records of the date, quantity, and method of transfer.
- 2) The seller must report to the DEA any suspicious purchases and/or unusual or excessive losses of listed chemicals.
- 3) Importers and exporters of the listed chemicals are required to keep certain records and make certain reports.

In connection with the first requirement, A.G. Layne, Inc. must have on file a list of your personnel authorized to order the listed chemicals from A.G. Layne, Inc. The list should include **ALL** of your authorized personnel who may **ever** place an order for any of the chemicals listed. This list must be updated annually. An attached sample is provided for your convenience.

In order for us to offer these items to you, please provide the list of personnel to us as soon as possible, however no later than **FEBRUARY 28, 2013**, via fax to 818-242-7804, or via email to kim@aglayne.com.

Please let us know if you need additional information.

Best regards,

Steve Cooper
Vice President & General Manager
A.G. Layne, Inc.

