**[Date MM DD, YYYY]**

Insert [Business Name (if applicable)]

Attn: [Business Owner/Contact Name]

[Site Address]

[City, WA Zip]

Business/Site ID: XXXX

Parcel PIN: XXXX

Contact Phone: XXXXX

**Dear Business Owner:**

***We want to partner with you.***

By working together, [Jurisdiction + Department] and businesses in [Jurisdiction] can improve the water quality of our streams, lakes, and [Puget Sound]. This letter is an introduction to the [Jurisdiction + Department Source Control Business Inspection Program]. Source control practices are intended to prevent pollutants (trash, sediment, grease, oil, paint, detergent, etc.) from coming into contact with stormwater *before* they enter the stormwater drainage system, which flows downstream into streams, lakes, groundwater, and [Puget Sound].

The Washington State Department of Ecology requires [Jurisdiction] to conduct routine inspections of commercial and industrial facilities throughout the [city/county] for proper implementation of source control best management practices (BMPs) that prevent pollutants from coming into contact with stormwater. BMPs may include operational procedures and structural actions. Examples include proper storage and containment of chemicals, spill cleanup, and maintaining clean dumpster areas. A full list of source control BMPs based on potential pollutant-generating activities can be found in the [Stormwater Management Manual for Western Washington, Volume IV] (available online).

***Reminder: Only rainwater should enter the storm drain.***

This letter is an informational notice to raise awareness that [Jurisdiction] staff may arrive to inspect your site, learn about your business activities, and determine if any actions are needed to prevent stormwater pollution.

***What will happen if problems are found?***

[Jurisdiction] staff will identify required actions to address problems at the site. Some of these problems may be resolved immediately, such as covering open waste containers. Other problems may take additional time to resolve. [Jurisdiction] staff will follow up to verify that problems have been resolved, answer questions, and provide technical assistance if needed.

Thank you for supporting clean water and healthy streams and lakes in [Jurisdiction]. If you have any questions related to this program or need technical assistance with stormwater management at your site, please contact [Jurisdiction + Department].

Sincerely,

[Name]

[Title]