**A letter to suppliers regarding environmental violation record(s) in the Blue Map Database**

Dear esteemed [supplier],

This letter serves to notify your company that, as a supplier to [brand name], you have been found with [XX - number of] violation record(s) in the Blue Map Database operated by the Institute of Public & Environmental Affairs (IPE).

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| --- | --- |
| **Year**  | **Brief description of violation record(s)** |
| 20XX |  |
| 20XX |  |

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[Brands’ environmental requirements for suppliers]

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The Institute of Public & Environmental Affairs (IPE) is a non-profit environmental research organization registered and based in Beijing, China. Since its establishment in June 2006, IPE has dedicated itself to the comprehensive collection of environmental quality, emissions and pollution source supervision records published by the local governments of 31 provinces and 338 cities, as well as information mandatorily or voluntarily disclosed by enterprises based on relevant legislation and corporate social responsibility requirements. By constructing this environmental database and its two platforms – the Blue Map website and the Blue Map app, IPE continues to promote environmental information disclosure and leverage the purchasing power of brands to drive the greening of supply chains and promote public participation and supervision.

It is strongly recommended that your company conduct concrete and effective corrective actions in response to these violation records collected by the Blue Map Database and provide public feedback [within one month/ before XX-XX (specific date)]. Please contact [IPE contact person’s name] and email her directly at: [xxx@ipe.org.cn]:

* Subject: Please include brand name, factory name, and “Public Feedback on Records”;
* Content: Please include factory name, brand name, and URL link(s) to the violation record(s) in the Blue Map Database;
* Please provide documents to be publicly disclosed. For example: public explanation of the reasons for violation record(s), any corrective action taken, and the current status of environmental management; or third-party wastewater and exhaust emissions testing report(s). All documents require official stamps from the providers and must be in PDF format.

An IPE contact person will help you publish these documents on [the Blue Map website](http://wwwen.ipe.org.cn/Notice/Notice.aspx) according to the [Approaches to Record Removal](http://wwwen.ipe.org.cn/GreenSupplyChain/SupplyGCA.aspx) guiding document.

**Optional**: Suppliers’ violation record(s) can be removed from the Blue Map Database after undergoing a document review or GCA audit to verify the effectiveness of their corrective actions. **If brands require their suppliers to remove the records**, please contact [IPE contact person’s name] and email her directly at: [xxx@ipe.org.cn]:

* Subject: Please include brand name, factory name, and “Record Removal”;
* Content: Please include factory name, brand name, and URL link(s) to the violation record(s) on the Blue Map Database;
* Please provide documents to be publicly disclosed. For example: public explanation of the reasons for violation record(s), any corrective action taken, and the current status of environmental management; or third-party wastewater and exhaust emissions testing report(s). All documents require official stamps from the providers and must be in PDF format.

An IPE contact person will help you verify the effectiveness of corrective actions through a document review or on-site audit and remove the violation record(s) from [the Blue Map website](http://wwwen.ipe.org.cn/Notice/Notice.aspx) according to [Approaches to Record Removal](http://wwwen.ipe.org.cn/GreenSupplyChain/SupplyGCA.aspx) guiding document.

For more information regarding record removal and the Blue Map Database, please refer to IPE’s [Download Center and FAQ](http://wwwen.ipe.org.cn/GreenSupplyChain/download.aspx?isfile=1) pages on the Blue Map website.