**A letter to suppliers regarding environmental supervision 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] supervision record(s) in the Blue Map Database operated by the Institute of Public & Environmental Affairs (IPE).

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| --- | --- |
| **Year**  | **Brief description of supervision 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 337 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 explanation [within one month/ before XX-XX (specific date)]. Please follow the steps below:

Step One: Register for a corporate account at the Blue Map website. (see [guidance in CHN](http://wwwoa.ipe.org.cn/Plugin/KindEditor/Upload/file/20200323/20200323181914_2059.pdf))

Step Two: Type in the public explanation regarding the reasons for the violations and the corrective actions, and upload other supporting document to demonstrate the effectiveness of the corrective action and efforts to stay in compliance with laws and regulations. (see [guidance in CHN](http://wwwoa.ipe.org.cn/Plugin/KindEditor/Upload/file/20200413/20200413135239_0276.pdf))

**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 request the supplier to take the following steps:

Step One: Register for a corporate account at the Blue Map website. (see [guidance in CHN](http://wwwoa.ipe.org.cn/Plugin/KindEditor/Upload/file/20200323/20200323181914_2059.pdf))

Step Two: Type in the public explanation regarding the reasons for the violations and the corrective actions, and upload other supporting document to demonstrate the effectiveness of the corrective action and efforts to stay in compliance with laws and regulations. (see [guidance in CHN](http://wwwoa.ipe.org.cn/Plugin/KindEditor/Upload/file/20200413/20200413135753_5074.pdf))

An IPE contact person will help 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.