**Month Day, 20XX**

**$$Company name$$**

**$$X Street name$$**

**$$Town/city, NH ZIP$$**

Re: **$$Town/city$$, New Hampshire**

 **2017 NPDES New Hampshire Small MS4 General Permit**

 **Winter Maintenance Stormwater Outreach**

To Whom It May Concern,

The **$$town/city$$ of $$name of town or city$$** is contacting you to offer resources and recommendations that have been developed to improve stormwater quality within **$$name of town or city$$** by employing winter maintenance best practices. The aim of these efforts is to meet the intent of the US Environmental Protection Agency’s (USEPA) National Pollutant Discharge Elimination System (NPDES) permit requirements. **$$Name of town$$** is considered a Small Municipal Separate Storm Sewer System (MS4) community, and because of this, must adhere to the USEPA’s 2017 NPDES New Hampshire Small MS4 General Permit.

It has come to the **$$town/city$$ of $$name of town or city$$’s** attention that **$$Facility Name$$** has ten or more parking spaces associated with its facility. The permit requires that all privately maintained facilities that drain to the MS4 and have ten or more parking spaces are required to hire snow removal professionals that are trained and certified under the New Hampshire Green SnowPro certification program. A list of currently certified New Hampshire Green SnowPro contractors can be found at <https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/cert-salt-applicators.xls>. While facilities that conduct their own snow removal are not required to be Green SnowPro certified, it is recommended. For more information about the Green SnowPro program, please email Salt@des.nh.gov.

It has come to the **$$town/city$$ of $$name of town or city$$**’s attention that **$$Facility Name$$** has ten or more parking spaces associated with its facility. The **$$Town/city$$ of $$name of town or city$$** is recommending that all privately maintained facilities that drain to the MS4 and have ten or more parking spaces consider hiring snow removal professionals that are trained and certified under the New Hampshire Green SnowPro certification program. A list of currently certified New Hampshire Green SnowPro contractors can be found at <https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/cert-salt-applicators.xls>. It is also recommended that all facilities that conduct their own snow removal become Green SnowPro certified as well. For more information about the Green SnowPro program, please email Salt@des.nh.gov.

**Thank you or Sincerely,**

Attachments:

NHDES Green SnowPro Brochure