



Local Hazardous Waste Management Program in King County

DATE: JUNE 25, 2009
TO: ALL LHWMP STAFF
FROM: JAY L. WATSON, ADMINISTRATOR
RE: PROGRAM LETTERHEAD USE GUIDELINES

Attached with this memo you will find a Word/electronic version of our Program's letterhead for your use. This memo provides guidelines for its use.

Program letterhead, as opposed to your agency's letterhead, should be used for any external statements that are made, or positions that are taken, on behalf of the Program as a whole. In the majority of those cases, the information that you put on our Program's letterhead will be signed by myself as Program Administrator, the MCC Chair or MCC Member, or a Core Team member.

In the instances that you, as staff, do need to use Program letterhead to advance an issue within your work plan, that letter **MUST** be reviewed and approved by your project coordinator **AND** your Core Team representative before you send it to any external audience.

I want to encourage you to use both our Program's letterhead and logo, but I also want you to be aware that when it is used, your message is being made on behalf of the whole Program and all our partner agencies that are listed on our Letterhead; and not all Program messages are appropriate for that type of statement.

If you have any questions, or are not sure of the appropriateness of its use in your particular situation, please consult with your Core Team representative (Julie Vorhes-SPU, Lauren Cole-KSWD, Ryan Kellogg-PH, Henry Draper-WLRD), Liz Tennant, or me.

Thank you.