

[County letterhead]

Date

Businesses name
Business address
City, State, Zip code
Attn: Manager/Owner

Dear [Business name],

This letter is to inform you that the Oregon Health Authority (OHA) has reviewed photographs and/or videos of [business name's] potential outside enclosed area. On [date photos were taken], [Local Public Health Authority], on behalf of the OHA, conducted a site visit to investigate a complaint about the Oregon Indoor Clean Air Act (ICAA), Oregon Revised Statutes 433.835-875 and 433.990(5). During the site visit [Local Public Health Authority] observed a potential outside enclosed area. [Local Public Health Authority] took photographs and/or videos of the area and sent them to OHA for review. OHA has determined that your potential outside enclosed area **is not** enclosed for the purposes of the ICAA at this time.

Date site visit was conducted and photographs were taken: [date visit occurred and photos were taken]

Attached is the enclosed area review form that provides a detailed rationale of why OHA has determined that the current potential outside enclosed area is not enclosed. There is no action needed on your part at this time. Please save this letter for your records. Please note that the letter only verifies current conditions as described and any changes to the environment could result in a different review outcome.

If you have questions about this letter or the ICAA, please contact [TPEP Coordinator name] at [phone number].

Sincerely,
[TPEP Coordinator]
[Title]

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