

# National SBEAP Linked Group Email (“Listserv”) Procedures and Best Practices

## Introduction

Employing a service of grouped emails, similar in form and function to the trade-named product “Listserv,” is a convenient way for a group with similar interests to communicate with one another. By taking the place of individual emails sent to large distribution lists, this service allows each member on a given email list to initiate postings, rather than relying on the manager of a distribution list to forward emails.

SBEAP/SBO and associates can participate in up to eight different lists of this kind. They were developed by K-State in late 2015 as part of a website grant from the EPA. K-State Pollution Prevention Institute manages the lists and the memberships.

The SBEAP/SBO lists are intended to be an easy way for the National Steering Committee and its various subcommittee members, and others as needed, to communicate with one another.

## Procedures

You must be a member of a list to post on that list.

Interested members can request to be added to or removed from a list by sending an email to [nlarson@ksu.edu](mailto:nlarson@ksu.edu). All new members receive a “Welcome” email with basic instructions on how to use the list and unsubscribe. Periodic list messages will also be sent to members.

If you post or respond to a list you are not a member of, your email will be held until approved by the list manager.

*Posting to the list:* As long as you are a member of the list, you can post a message or reply to a list message to communicate information to that specific group. There is one exception — the “trade association list” allows any member of any SBEAP list to post.

When replying to a question on the list, consider whether the response should go to all list members or just the person posting. Please do not share private conversations through the lists. For the most part, questions that go out to the “main” will be of interest to “main” members. For example, if Wisconsin asks a compliance question and Texas answers it, other states may be interested in the Texas response. These types of questions often help SBEAP leaders identify areas of potential training or needs for the group, or even national outreach efforts. States can learn from states, so posting compliance questions or findings to “Main” are generally helpful.

To “unsubscribe” or subscribe to another list, simply e-mail the [list manager](#). Each e-mail sent to the list members has an attachment that allows members to “unsubscribe” from a list themselves.

## National SBEAP lists

[sbeap\\_confplanning@nationalSBEAP.org](mailto:sbeap_confplanning@nationalSBEAP.org)

[sbeap\\_education@nationalSBEAP.org](mailto:sbeap_education@nationalSBEAP.org)

[sbeap\\_main@nationalSBEAP.org](mailto:sbeap_main@nationalSBEAP.org)

[sbeap\\_nsc@nationalSBEAP.org](mailto:sbeap_nsc@nationalSBEAP.org)

[sbeap\\_promotion@nationalSBEAP.org](mailto:sbeap_promotion@nationalSBEAP.org)

[sbeap\\_technical@nationalSBEAP.org](mailto:sbeap_technical@nationalSBEAP.org)

[sbeap\\_website@nationalSBEAP.org](mailto:sbeap_website@nationalSBEAP.org)

[sbeap\\_tradeassoc@nationalSBEAP.org](mailto:sbeap_tradeassoc@nationalSBEAP.org)

Questions? Contact the web managers at K-State, [Nancy Larson](#) or [Barb Goode](#).

April 2017