

## National SBEAP Group E-mail Procedures and Best Practices

### Introduction

A group e-mail is a convenient way for a group with similar interests to communicate with each other. It takes the place of emails sent to large distribution lists. Each member of a group e-mail can initiate a posting, rather than relying on the manager of a distribution list to forward emails.

SBEAP/SBO and associates can participate in up to nine group e-mails. The group e-mails were developed by K-State in late 2015 as part of a website grant from the EPA. K-State Pollution Prevention Institute manages the group e-mails.

The SBEAP/SBO group e-mails are intended to be an easy way for the National Steering Committee and its various subcommittee members and others to communicate with each other.

### Procedures

You must be a member of a group e-mail to post on that group e-mail. To post, simply use the list e-mail (see the various e-mails below) in the e-mail "To" line, add an appropriate "subject" description and write the e-mail like you would any other e-mail. **When you post, you will NOT get a duplicate e-mail in your inbox.** If you ever have a concern that an e-mail did not go through or need help, simply contact [nlarson@ksu.edu](mailto:nlarson@ksu.edu) or [acrowthe@ksu.edu](mailto:acrowthe@ksu.edu).

Interested members can request to be added to or removed from a group e-mail by sending an e-mail to [nlarson@ksu.edu](mailto:nlarson@ksu.edu) or [acrowthe@ksu.edu](mailto:acrowthe@ksu.edu). All new members get a "Welcome" e-mail with basic instruction about how to use the group e-mail 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 e-mail will be held until approved by the group e-mail manager. The list manager will be notified to accept or reject the message.

*Posting to the group e-mail:* As long as you are a member of the group e-mail you can post a message or reply to a group e-mail message to communicate information to that specific group. There is one exception, the "trade association group e-mail" allows any member of a 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. In addition, we gather question and responses for our master "[consolidated and searchable Q&A](#)" document.

### National SBEAP group e-mails

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

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