**National SBEAP Group Email Procedures and Best Practices**

**Introduction**

A group email 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 email 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 emails. The group emails 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 emails.

The SBEAP/SBO group emails 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 email to post on that group email. To post, simply use the list email (see the various emails below) in the email “To” line, add an appropriate “subject” description and write the email like you would any other email. When you post, you will NOT get a duplicate email in your inbox. If you ever have a concern that an email did not go through or need help, simply contact info@nationalsbeap.org.

Interested members can request to be added to or removed from a group email by sending an email to info@nationalsbeap.org. All new members get a “Welcome” email with basic instructions about how to use the group email 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 group email manager. The list manager will be notified to accept or reject the message.

*Posting to the group email:*As long as you are a member of the group email you can post a message or reply to a group email message to communicate information to that specific group. There is one exception, the “trade association group email” 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 questions and responses for our master “[consolidated and searchable Q&A](https://nationalsbeap.org/files/nationalsbeap/Subcommittees/Website/NSBEAP_Main_QandA_11-13-18.pdf)” document.

**National SBEAP group emails**

sbeap\_confplanning@listserv.ksu.edu

sbeap\_education@listserv.ksu.edu

sbeap\_main@listserv.ksu.edu

sbeap\_nsc@listserv.ksu.edu

sbeap\_nsc-ej@listserv.ksu.edu

sbeap\_promotion@listserv.ksu.edu

sbeap\_technical@listserv.ksu.edu

sbeap\_website@listserv.ksu.edu

sbeap\_tradeassoc@listserv.ksu.edu

sbeap\_cap@listserv.ksu.edu