**National SBEAP Listserv E-mail Procedures and Best Practices**

**Introduction**

A Listserv 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 Listserv 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 NSBEAP sponsored Listservs. The Listservs were developed by K-State in late 2015 as part of a website grant from the EPA. K-State Pollution Prevention Institute manages the Listservs.

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 Listserv to post on that Listserv. 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.

Interested members can request to be added to a Listserv and members may also “self-unsubscribe” by following the directions at the bottom of the Listserv e-mail. Contact nlarson@ksu.edu to be added to a list or with questions.

If you post or respond to a list you are not a member of, your e-mail will be rejected. For example, If I am not part of the NSC and I try to post to it, I will be notified that my e-mail was rejected. In those cases, feel free to reach out to nlarson@ksu.edu or contact the subcommittee chair directly with questions.

*Posting to the Listservs:*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 Listserv” allows any member of a sbeap list to post.

When replying to a question on the Listserv, consider whether the response should go to all list members or just the person posting. 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](https://nationalsbeap.org/sbeap)” document. Please do not use the Listservs to share private conversations.

**National SBEAP group e-mails**

sbeap\_confplanning@listserv.ksu.edu

sbeap\_education@listserv.ksu.edu

sbeap\_main@listserv.ksu.edu

sbeap\_nsc@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