



**WHEREAS**, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

**WHEREAS**, the OWEA relies on email to communicate important and time sensitive material to our membership and others on workshops, conferences, and other information of interest pertaining to the mission of our organization; and

**WHEREAS**, E-Blast is a form of communication that must be properly monitored and controlled for the good of the organization and our industry.

**THEREFORE**, OWEA adopts drafted the following policy.

### **POLICY**

- I. E-Blasts are to be used to communication information of a time sensitive nature to OWEA/WEF membership on workshops and conferences, proposed rules, regulations, or statements of interest written by OWEA, WEF, the Ohio Environmental Protection Agency (OEPA), or other technical organizations.
- II. E-Blasts are not intended to communicate information of a routine nature.
- III. Information proposed for E-Blast shall be subject to a QA/AC procedure to ensure that information is appropriate and adequate for its intended purpose and conforms to our code of ethics, vision and mission statement.
- IV. OWEA shall not post information that can be construed as marketing for individuals, companies, or organizations or may prove to be in conflict with any event or program administered by OWEA
- V. OWEA Sections wishing to use E-Blasts shall adopt policy and procedures in conformance with this Policy and its Procedure.