

**Training Workgroup
of the
Environmental Health Officers Professional Advisory
Committee (EHOPAC)**

Guidance for Posting Content to EHOPAC Training Listserv

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I. Purpose

The purpose of this guidance is to define appropriate information to be disseminated via the EHOPAC training Listserv. This guidance is intended to control email correspondence sent via the Listserv, and to ensure the most critical and EHO-relevant information is passed to the Listserv audience.

II. Scope & Applicability

One key function of the EHOPAC is to serve as a communication gateway for the category. The EHOPAC fulfills this function by:

- Communicating to the EHO category important information concerning training opportunities.
- Encouraging ongoing training for officers to better themselves, their OpDivs and the U.S. Public Health Service Commissioned Corps.

Therefore, all content approved for posting to the EHOPAC Training Listserv should support one or more of the above objectives.

III. Guidelines

- A. Appropriate use of Listserv
1. This Listserv is for official government use only.
 2. Content should be relevant to all EHOs.
 3. Content may disseminate EHOPAC-specific information, and may include but not be limited to:
 - i. Training opportunities (announcements)
 - ii. Degree programs
 - iii. Certificate Programs

4. Content may communicate EHO-specific training information and opportunities including, but not belimited to:
 - i. Emerging topics in environmental health
 - ii. Significant EHO-related trainings, webinars and continuing education that are applicable to a broad EHO audience and not exclusive to one *agency or geographic area, to include but not be limited to:
 1. EHOPAC-sponsored training
 2. NEHA- or ACGIH-sponsored trainings
 3. Other key environmental health professional stakeholder trainings
**Agency-hosted trainings that are exclusive to staff of that agency or limited to specific geographic areas do not qualify as significant EHO-related trainings*
 4. Public health trainings relevant to EHOs that are shared by other PACs
5. Inappropriate language or topics – At no time shall the Listserv be used to disseminate material that uses language considered inappropriate or derogatory, subject matter inappropriate or derogatory, or be used to target specific individuals or groups.

B. Other Uses

1. The Listserv should not be used for:
 - i. Dialog
 - ii. Recruiting for non-EHO related groups
 - iii. Political activity
 - iv. *Advertising for groups other than the EHOPAC, such as associations and public or private entities, etc.
**Any for-profit trainings submitted will be reviewed for acceptance on a case-by-case basis*
2. Content that may be excluded from Listserv posting are:
 - i. Items specific to one agency
 1. Example 1 – Announcements of agency-hosted trainings offered only to staff of that agency
 2. Example 2 – Internal agency vacancy announcements
 - ii. Items relevant to limited geographic area
 1. Example 1 – Announcements of agency-hosted trainings offered only to officers in a specific area
 - iii. Items relevant to a single external PAC or advisory group
 1. Example 1 – JOAG-only training announcements
 2. Example 2 – JOAG or PAC trainings specific to a select group of officers
 - iv. Items distributed widely on other U.S. Public Health Service Commissioned Corps-related Listservs

IV. Officer training submissions to Listserv for distribution consideration

Officers will be encouraged to submit available trainings to the Listserv on an ongoing basis. The Training WG Duty Officer (see Section VIII below) will review submissions and determine if the training is acceptable for EHOPAC distribution. Once a training opportunity is accepted, the Training WG Duty Officer will promptly approve the email for Listserv distribution.

V. Training Content Format for Submission

Submit appropriate emails to EHOPAC-TRAINING@LIST.NIH.GOV for approval. If approved, the training announcement will be disseminated via the EHOPAC Training Listserv. Please use the following format for Listserv messages:

- A. Body of message
- B. Signature line of who is sending the message. If sent by EHOPAC Subcommittee, please state that too.
- C. Please include the following statements directly below your name and title; the statements must be there for the email to be approved.

Please see the EHOPAC Training Calendar and Training Course Catalog Housed on MAX.gov: <https://community.max.gov/display/HHS/EHO+PAC+Training+Workgroup>

For more information, please visit the EHOPAC website at: <https://dcp.psc.gov/osg/eho/>

To subscribe or unsubscribe from the EHOPAC Training Listserv, please visit: <https://list.nih.gov/cgi-bin/wa.exe?SUBED1=ehopac-training&A=1>

VI. Frequency of outgoing LISTSERV emails

Email updates of available trainings will be sent out on a regular basis. Officers subscribed to the Listserv will receive Listserv emails whenever an approved training is ready for distribution (on an 'ad-hoc' basis). Officers may use settings in their NIH Listserv subscription to determine if they want delivery of messages at a different frequency.

VII. Online Training Calendar and Training Catalog

The Training WG will maintain a calendar with upcoming trainings listed by date(s), and a catalog of recurring trainings. The URL for this calendar and catalog will be provided in each Listserv email that goes out and will be posted on the EHOPAC website. The calendar and catalog will be hosted on Max.gov to begin with. If a better platform becomes available, the Training WG may seek to move the calendar and catalog to a different platform. Training WG calendar and catalog are available at the Training WG Max.gov site:

<https://community.max.gov/display/HHS/EHO+PAC+Training+Workgroup>

VIII. Training WG Duty Officer and rotation

Training WG members will establish a Duty Officer rotation schedule of 1 month at a time. A backup Duty Officer will also be designated to ensure coverage. The Duty Officer for the current month will be responsible for:

- Monitoring the Listserv submissions,
- Reviewing/approving/denying submissions and
- Updating the Training Calendar and Training Catalog