

**ELEMENT 9  
Communication & Public Outreach**

**Documentation &  
Responsibility**

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<b>Documentation</b>	<b>Responsibility</b>	<b>Extension</b>
External Communication	EWA GM	3500
Annual Reports	Director of Environmental Compliance/EMS Coordinator (DEC/EC)	
Community Forums/Seminars/Workshops	EWA Management staff	
Facility Tours	Operations Superintendent	3120
Brochures, Pamphlets, Outreach Material	DEC/EC	
Board of Directors Meetings	EWA GM	
Internet Web Pages	Systems Supervisor	3406
Press Releases	EWA GM	
Internal Communications	EWA Management staff	
BETS Intranet Web Pages	Systems Supervisor	3406
Contractor Meetings	EWA Management staff	
Administrative Policies & Procedures	EWA BOD/GM	
Standard Operating Procedures	Operations Superintendent	3120
Memos	EWA Management staff	
Staff Meetings	EWA Management staff	
Internal e-mail	Systems Supervisor	3406
Brochures, Pamphlets, Videos, etc.	DEC/EC	