



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

**WHEREAS**, NWOWEA relies upon the dissemination of written information in the Buckeye Bulletin, Section Newsletters, Web Page and correspondence to communicate important information to NWOWEA members and those affiliated with the industry; and

**WHEREAS**, the quality of the information reflects the professional profile of NWOWEA and the quality and effectiveness of the organization and therefore must be of the highest quality and integrity.

**THEREFORE**, NWOWEA has adopted the following procedure:

### **PROCEDURE**

The following procedures shall govern in matters pertaining to articles and information submitted for inclusion in publications or the web site:

- I. All technical articles required to be submitted for the Buckeye Bulletin by NWOWEA shall be submitted to the Chair of the NWOWEA Publications Committee for review and approval.
- II. All articles submitted for the Section Newsletter shall be submitted to the Secretary or the President of the NWOWEA for review and approval.
- III. Articles that do not comply with guidelines cited in the Policy Section shall be rejected for consideration.