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General Policy and Procedures for Use of AWWA and WEF Databases

- RMSAWWA and RMWEA will abide by and adhere to each national organizations respective privacy policies and procedures in use of any and all database information.
- RMSAWWA and RMWEA will designate a minimum of one person from each organization to review the request for use of information in the database (i.e., designees). Requests for information from any database will be processed by the person(s) having access to the organizational databases.
- AWWA and WEF databases will be accessed and queried according to organizational policy and procedure and will not be merged. Databases will be maintained separately by the designated person(s).
- Criteria will be developed by which requests will be evaluated and approved. Those criteria will constitute the General Policies for Use of the Rocky Mountain Section's AWWA database, the Rocky Mountain Association's WEF database and the Rocky Mountain Water Environment Associate Member's database.

General Procedure for Requesting AWWA and WEF Database Information

- Any request for use of information from the databases shall be submitted on a designated form to the appointed designees.
- Request forms shall be completely filled out. No requests will be reviewed unless all information is included on the form from the requestor.
- Requests for information will generally be responded to within one (1) week from submission.
- Approved requests shall be processed by the appointed designees or will be forwarded to the designated entity (such as TEAMS) for processing of the request.
- Administrative expenses associated with requests such as printing, copying, folding, envelopes, postage, etc. shall be the responsibility of the requestor.

General Criteria for Approval of Database Information Requests

- The intended use for the request shall be in conformance with the general Mission and Vision of both member organizations.
- Requests will not be accepted from “for-profit” organizations.
- Requests from external, “non-profit” organizations will be reviewed on a case-by-case basis, and a fee may be assessed for costs associated with delivering the information.
- Information given to a requestor is given in trust, should only be used for its approved purpose, and will not be shared with any other party without permission of the appointed designees.
- The decisions of the designees are final. A decision may be appealed to the executive committees of each organization. Such requests must be made in writing and will be reviewed at the next regularly scheduled joint committee meeting.