

## MAILING LISTS

A mailing list is a tool that contains contact information for interested parties. It is usually in an electronic format, such as a database, and sorted in fields by last name, title, organization, city, state, region, or special interest. Mailing lists can serve as important databases and tools for communication with the public. They typically include concerned community members; elected officials; appropriate federal, state, local, and tribal government contacts; local media; environmental groups; civic, religious, and community organizations; facility employees; and local businesses. Consider whether an email list (listserv) also could be a useful way to disseminate information.



### Required activity?

Yes. Regulations under [40 CFR § 124.10\(c\)\(1\)\(ix\)](#) outline the required public participation activities regarding mailing lists. EPA's public participation guidelines for the RCRA corrective action program are detailed in Chapter 4 of the [2016 Edition of the RCRA Public Participation Manual](#).

## Making It Work

### When to Use

Develop a mailing list as soon as possible during the pre-application phase or when the need for a RCRA Facility Investigation is identified. The mailing list should be updated regularly, in particular at the beginning of corrective action and permit modification procedures.

### How to Use

- **Search for people:** Solicit names, addresses, and phone numbers; solicit email addresses, if creating a supplemental listserv of individuals to be included on the list. This list should include individuals who sign in at the pre-application meeting, if applicable. Telephone numbers and email addresses can be useful for contacting individuals for community interviews and with other outreach efforts.
- **Review background files:** Review background files to ensure all interested individuals are included.
- **Create a database:** Use to easily categorize, sort, and print out mailing labels.
- **Develop a letter or fact sheet:** Send a letter or fact sheet to the members of the mailing list.
- **Conduct periodic updates:** Update the mailing list at least once per year to ensure accuracy. Mailing lists can be updated by contacting each individual on the list and by using local telephone and city directories as references. The permitting agency also can request written indication of continued interest from those on the list; consider creating a mechanism, such as a website, for people to add or remove themselves from the mailing list.

## Checklist for Mailing Lists

- Verify list format (e.g., name, title, company, email address, mailing address, phone number).
- Decide on mailing list software.
- Identify people to include, such as:
  - The facility owner/operator and facility employees.
  - Attendees of the pre-application meeting.
  - Elected officials (U.S. Senators; U.S. Representatives; city, county, state, and tribal officials).
  - Government employees and appointees (e.g., administrators, planning directors, committees, health departments, environment departments).
  - Federal agency officials (EPA, Fish and Wildlife Service).
  - State agency officials (DEPs, Fish and Wildlife agencies, etc.).
  - Community members living adjacent to the facility.
  - Other interested community members.
  - Local media.
  - Local business associations.
  - Businesses possibly affected by the facility (e.g., located downwind of the facility).
  - Consultants working on the project or related projects.
  - Local environmental groups.
  - Other civic, religious, community, and educational groups (e.g., League of Women Voters, government associations, churches, homeowners and renters associations).
- Prepare the mailing list using information from sign-up sheets, background files, telephone directories, city directories, online searches, or other methods, as appropriate.