

Proposed Policy for NCC-ACHMM Web Site Maintenance Version 1.4

December 10, 2004

It is the policy of the Northern California Chapter of the Academy of Certified Hazardous Materials Managers (NCC-ACHMM, Chapter) to provide a useful, appropriate, accurate and regularly updated web site to provide information to the general public and our membership.

1.0 OBJECTIVES

The objective of the Web Site Maintenance Policy is to at a minimum provide that the following information is useful, appropriate, accurate and regularly updated:

- 1.1 Current list of Chapter officers and Committee Chairs with email addresses and optional telephone contact information.
- 1.2 Up-to-date information and schedule for upcoming Chapter activities and other relevant events or industry news.
- 1.3 Member-submitted information, such as links, resumes and job listings.
- 1.4 Chapter Charter and Bylaws.
- 1.5 Chapter and Academy of Certified Hazardous Materials Managers (Academy) membership information.
- 1.6 Documentation of chapter history and maintenance of chapter achieves.
- 1.7 Email contacts for web site questions, problems, and comments.

2.0 PROCESS

The process to insure the web site information is routinely updated is as follows:

- 2.1 The web master or designee shall review content and ensure that it meets the standards of submission (Section 4.0). This includes, but is not limited to, member provided links, bulletin board system posts, job posting and resumes.
- 2.2 The web master or designee shall update the searchable membership directory at least once monthly.
- 2.3 The web master or designee shall perform a review of contained links quarterly to ensure they function properly and navigation to IHMM and ACHMM website is accurate. This does not apply to member provided links.

- 2.4 The web master or designee shall update the industry news section of the website within one week of the publication of the newsletter or more frequently at the request of the Board of Directors.
- 2.5 The web master or designee shall post the chapter newsletter on the website within one day of distribution.
- 2.6 The web master or designee shall update the upcoming events and important links as prompted by the Programs Committee Chair or President.
- 2.7 The web master or designee shall monitor provided site content and remove inappropriate content.
- 2.8 Chapter Committee leaders and Chapter Officers are responsible for providing updates to the web master. For example, the Membership Chair is responsible for providing updates to membership categories, or for other issues pertaining to membership.
- 2.9 The Web Master or designee shall compile updates from Chapter Committee leaders and Chapter Officers and will update the web site at a minimum monthly.
- 2.10 Updates from Chapter Committee leaders and Chapter Officers shall be in final form and ready for post. The Web master will administer the web site, but shall not be burdened with content generation and editing.

3.0 DISCLAIMER

It is the policy of NCC-ACHMM that the following disclaimer be made available on every page of the NCC-ACHMM website:

Disclaimer

The materials in the NCC-ACHMM newsletter and on this website are for informational purposes only and in no means constitute a recommendation or endorsement.

The NCC-ACHMM Board of Directors and Officers, as well as the production staff for the newsletter and the website, are not liable for accuracy, interpretation and use of the information provided.

The newsletter and website are provided to give readers and visitors notice of NCC-ACHMM events and a general understanding of issues and topics as they relate to the mission of NCC-ACHMM, not to provide specific professional advice.

Before you act on any information contained in either our newsletter or our website, NCC-ACHMM highly recommends consulting an expert on the subject.

NCC-ACHMM will not be responsible for any errors or omissions transmitted by its newsletter or website, nor will it be responsible for opinions expressed by members, guest speakers, or contributors to the newsletter or the website.

The NCC-ACHMM Web Pages are frequently updated and improved. New content will be added, as it is available. Although we will attempt to keep information accurate and up to date, the accuracy of the information provided cannot be guaranteed. All parties providing information on the NCC-ACHMM web site warrant that the copying, distribution and use of such materials in connection with the NCC-ACHMM web site will not violate any other party's proprietary rights.

NCC-ACHMM volunteers maintain the NCC-ACHMM web pages. Assignment for the coordination and development of the NCC-ACHMM web resources has been given to the Web Site Committee, made up of representatives from NCC-ACHMM.

The linked pages maintained in relation to the NCC-ACHMM web site are the sole responsibility of the hosts who have chosen to make information publicly available on the web. These pages and the opinions or information contained within are the creation of outside parties and do not necessarily reflect the opinions of NCC-ACHMM. All major sections within the NCC-ACHMM web site should have a link to this disclaimer page along with the electronic mail address of the person(s) responsible for maintaining that particular section.

The NCC-ACHMM web site may host a bulletin board system (bbs), which enables participating members to exchange information concerning a wide variety of management, legal and practice issues. Ideas and comments posted belong to the members who post them and are not necessarily those of the NCC-ACHMM. Further, use of the bbs for any purpose other than the exchange of information and ideas concerning matters related to the NCC-ACHMM mission are prohibited. NCC-ACHMM is not responsible for any material posted on the bbs or elsewhere on this site. NCC-ACHMM specifically disclaims any and all liability for any claims or damages, which may result from posting by third parties. NCC-ACHMM does not endorse the opinions or facts posted through the bbs. You are encouraged to independently validate the information obtained through the bbs.

NCC-ACHMM is committed to providing 100 percent availability of its Internet site. Our web site host vendor has redundant systems and procedures to safeguard the site; however, even with these safeguards in place, loss of connectivity or software/hardware failure can still occur. For this reason, the NCC-ACHMM cannot "guarantee" its Internet connectivity, nor can we be responsible for lost or delayed requests, bbs messages, email, or content.

4.0 STANDARDS OF SUBMISSION

The viewer agrees not to submit content that is infringing or that contains any viruses, Trojan horses, worms, time bombs, cancel-bots, Easter eggs or other computer programming routines that may damage, detrimentally interfere with or otherwise

adversely affect the operation of another's computer or surreptitiously intercept or expropriate any system, data or personal information. The viewer also agrees not to submit sexually explicit material or any other material not appropriate for viewing by the general public. Inappropriate content will be removed at the discretion of the Web Master and without notice. Basic submission standards include, and are not limited to the following:

- Contributions must be civil and tasteful.
- No disruptive, offensive or abusive behavior: contributions must be constructive and polite, not mean-spirited or contributed with the intention of causing trouble.
- No unlawful or objectionable content: unlawful, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented, racially offensive or otherwise objectionable material is not acceptable.
- No spamming or off-topic material: we don't allow the submission of the same or very similar contributions many times.
- No advertising
- Contributions containing languages other than English may be removed
- No impersonation
- No inappropriate (e.g. vulgar, offensive etc) user names

5.0 COPYRIGHTS AND INFRINGEMENT

All rights reserved. All the content of this web site posted by NCC-ACHMM is copyrighted and may be reproduced in any form including digital and print for any non-commercial purpose so long as this notice remains visible and attached hereto.

The seals and logos of NCC-ACHMM, IHMM, ACHMM and our Sponsors and Affiliates are copyrighted and may not be used in Web pages, electronic, or written publications without the express written permission of NCC-ACHMM and/or the owner of the copyright.

6.0 TERMS OF USE

NCC-ACHMM may change these terms at any time by posting changes online. Please review these terms regularly to ensure you are aware of any changes made by the NCC-ACHMM. Your continued use of the NCC-ACHMM web site or other media after changes are posted means you agree to be legally bound by these terms as updated and/or amended.

7.0 PRIVACY STATEMENT

NCC-ACHMM respects the privacy of its members and visitors to the NCC-ACHMM web site. NCC-ACHMM does not collect any information through the web site without the knowledge of the member or visitor. NCC-ACHMM's web server automatically recognizes only the visitor's domain name, not the specific user name of the visitor. NCC-ACHMM does not collect any information via cookies or other tracking means of a personal nature from visitors. All personal information collected through the web site is provided on a

voluntary basis by NCC-ACHMM web site visitors through a visible means of data entry or collection.

One of the main objectives of NCC-ACHMM's web site, however, is to encourage networking by NCC-ACHMM members and site visitors. To support this networking and interaction, NCC-ACHMM may require that visitors provide information to access certain current and future areas of its web site. This information may include name, email and postal addresses, phone numbers, and other information. Areas of our web site requiring this information are our on-site registrations and applications, online referral service, job bank and email notification services. Visitors provide this information on a voluntary basis to gain access to these areas. NCC-ACHMM may also collect aggregate information on which pages visitors access as they use our site as well as the email addresses with visitors who correspond with us directly from the web site.

Information about members collected through the Membership Application will be stored in the general NCC-ACHMM membership database. NCC-ACHMM may use email or postal addresses for notifying members and customers about upcoming events, new additions to the NCC-ACHMM web site, or other services offered by NCC-ACHMM. Member contact information is also made available through the NCC-ACHMM Membership Directory, a searchable database of members on NCC-ACHMM's web site made available only to members of NCC-ACHMM. If you are a member of NCC-ACHMM and do not wish to be included in the database, please send an email to info@ncc-achmm.org indicating that you do not want to be in the Membership Directory.

NCC-ACHMM may make our membership and meeting attendee list available to other reputable organizations whose products or services we think you might find interesting. If you do not want to receive any mail (electronic or otherwise) from any organization to which NCC-ACHMM provides or sells its membership mailing list, please let us know by emailing us at info@ncc-achmm.org.

NCC-ACHMM does not provide any of the email addresses, postal addresses, phone numbers, or other personally identifiable information that it collects on its Web site (except for through the interactive membership application) to any other individual or organization for any purpose, including commercial. NCC-ACHMM uses the information we collect to improve the content of our web site; to enhance services and member benefits; and to plan for meetings, services and member benefits.

If you provide your telephone or fax number on the web site, NCC-ACHMM may contact you via telephone regarding any questions they may have about our services or upcoming events. If you do not wish to receive further phone calls from NCC-ACHMM, please contact info@ncc-achmm.org.

NCC-ACHMM will use the aggregate data we collect to perform statistical analysis of the collective characteristics and behavior of our members and visitors, to measure overall customer demographics, and to analyze how and where to use our resources. We may also use the aggregate data collected to inform our advertisers and sponsors with an

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aggregate customer profile of who is visiting the web site, and the number of customers who have seen and "clicked" on their advertisements.

If you feel that NCC-ACHMM has violated this Privacy Statement in any way, please contact us at info@ncc-achmm.org so that we may address the issue.

<u>Version</u>	<u>Date Adopted</u>
Version 1.0	November xx, 2004