

**Eastwick Lower Darby Creek Area Community Advisory Group
Website Content Screening Form**

The purpose of this document is to aid the Eastwick Lower Darby Creek Area Community Advisory Group (ELDCA CAG) in determining appropriateness of content to be considered for the ELDCA CAG website (eldcacag.org) and/or ELDCA CAG Facebook Page (facebook.com/eldcacag). This document was created on **Thursday, January 21, 2016**, and approved by the ELDCA CAG on **Wednesday, May 11, 2016**.

Section to be completed by Submitter

Name: _____

Organization: _____

Email: _____ **Phone:** _____

Date submitted: _____

Documents: Documents produced by the Environmental Protection Agency, ELDCA CAG and Working Groups, and partnering organizations, or others to be published on the ELDCA CAG website.

Name of Document _____

Question	Yes	No	N/A
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Will personal information about an individual (CAG member, Eastwick resident, member of partnering organization) be revealed? If yes, attach consent form			
Has the final document been approved by the CAG?			
Date approved by CAG:			
Is there a date that this item should be taken down from the website?			
Date to be removed from website:			
Does this document contain data from the EPA or any partner agency?			
If yes, has the partner agency approved of this going on the website?			
Approved by:			
Date approved by partner agency:			

Images: Images captured by CAG members or partner agencies at CAG meetings and other public events, to be published on the ELDCA CAG website and/or Facebook Page. **Pictures may not contain children, nudity and/or inappropriate backgrounds.**

Title of Picture _____

Question	Yes	No	N/A
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Is there a child in this image? Pictures of children will not be			
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posted onto the edlcacag.org website or Facebook page.			
Was this image taken in a public meeting?			
For images not taken at public meetings			
When and where was this image taken?			
Was permission to use this image requested from the person in the image? If yes, attach consent form			

Videos: Videos produced by community members or partner agencies to be published on the ELDCA CAG website and/or Facebook Page. **Videos may not contain coarse language, children, nudity and/or inappropriate backgrounds.**

Title of Video _____

Question **Yes No N/A**

Will personal information about an individual be disclosed? If yes, attach consent form			
Does this video pertain to the Eastwick community, CAG activities and/or EPA activities?			
Describe how this video will contribute to the CAG website/mission:			
Date to be removed from website:			
Does this video contain information that may need to be reviewed for accuracy? Technical and science content should be referred to the Technical Working Group. Health related content should be referred to the Health, Safety and Communications Working Group. All other content should be referred to the CAG Leadership Team.			

Section to be completed by CAG Reviewer (circle where applicable)

Name: _____

Title: _____

Email: _____ **Phone:** _____

Date reviewed: _____ **Date forwarded to CAG:** _____

Documents: Recommended Not Recommended (reason) _____

Images: Recommended Not Recommended (reason) _____

Videos: Recommended Not Recommended (reason) _____