Reprint Permission Request Guidelines for WEF Member Associations

The Water Environment Federation (WEF) may grant requests to WEF Member Associations (MAs) to reprint materials from the WEF periodicals noted below. *Note: Writer contracts or other circumstances may prohibit WEF from granting reprint permission.*

Reprint permission requests should be addressed to permissions@wef.org. An auto-reply response will provide instructions for how to proceed.

Reprint Guidelines
The following guidelines apply to all MA requests to reprint or reuse material from *Water Environment & Technology*, *WEF Highlights*, *Utility Executive*, *Biosolids Technical Bulletin*, *Industrial Wastewater*, and *Water Environment Laboratory Solutions*:

1. An MA may request reprint permission a maximum of three times per calendar year.
2. Reprints are subject to a 90-day embargo following the original publication date.
3. Reprint permission is intended to assist MAs in producing their *print* newsletters. An MA wishing to post content online may purchase PDFs from WEF's vendor, the Reprint Department. Please contact Jackie Epler at (800) 259-0470 or jepler@reprintdept.com for a cost quote. Alternatively, an MA may post an article excerpt of no more than 100 words with a link to the full content on WEF's Web site. (Please note that some areas of WEF's Web site are accessible only to WEF members.)
4. Once a reprint request is granted, the MA is responsible for gathering the material, either by copying the text from the WEF Web site or by rekeying the text manually.
5. Requests for electronic files require WEF to incur additional production costs and are subject to a $250 fee.
6. WEF reserves the right to deny any reprint request.

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