

To: Hupp, Sydney[hupp.sydney@epa.gov]; Horne, Christopher[christopher@horneeng.com]
Cc: Hale, Michelle[hale.michelle@epa.gov]
From: Woodward, Cheryl
Sent: Tue 5/16/2017 4:26:59 PM
Subject: RE: Directions for Friday

Michelle Hale will meet you on Friday, May 19 at 11:00 am. The instructions/directions to EPA is below and if you have any questions please contact me. Please send the information requested below (**Full Name, DOB, SSN and place of birth**). Look forward to seeing you all.

Directions: If you come by Metro, the Federal Triangle metro stop is directly below the building entrances. You would leave the metro station and go up all three sets of escalators from the train otherwise two escalators then do a small U-Turn to the left heading toward 12th street, the South Lobby entrance is directly and immediately to your right (Glass Doors -EPA Signified on Glass).

EPA address is 1200 Pennsylvania Avenue, NW. If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, **which is between Pennsylvania and Constitution Avenue**. It is almost exactly half way between the two avenues on with Federal Triangle Metro sign and Trump Hotel Towers side entrance can be used as a landmark. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your left. This again will be the **South Lobby of the William Jefferson Clinton building**.

Once inside the building, security will prompt you to scan all items such as bags, coats etc., and then let the guards know that you were instructed to call Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 10-15 minutes to get through the process.

From: Hupp, Sydney
Sent: Tuesday, May 16, 2017 12:22 PM
To: Horne, Christopher <christopher@horneeng.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: Directions for Friday

Looping in Cheryl to provide directions for Friday at 11. Looking forward to having you here!

Also looping in Michelle to get info for whomever is attending the White House lunch. Could you please provide her with Full Name, DOB, SSN and place of birth?

Thanks!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)