

To: Hupp, Sydney[hupp.sydney@epa.gov]; Samantha McDonald[SMcDonald@ipaa.org]
From: Woodward, Cheryl
Sent: Mon 5/1/2017 2:34:20 PM
Subject: RE: Meeting request from IPAA

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on today at 1:45 pm. The instructions/directions to EPA is below and if you have any questions please contact me. 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 and then do a small U-Turn to the right heading toward 12th street, the North Lobby entrance is directly and immediately to your left (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 12th and Constitution Avenues. It is almost exactly half way between the two avenues on 12th street and the Federal Triangle Metro sign 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 Cheryl Woodward at 564-1274 or Michelle Hale at 564-1430 to escort you to the meeting with the Administrator. Security will make temporary cards for everyone. Allow for 15 minutes to get through the process.

From: Hupp, Sydney
Sent: Monday, May 01, 2017 9:59 AM
To: Samantha McDonald <SMcDonald@ipaa.org>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: Meeting request from IPAA

Yes ma'am! Looping in Cheryl who will give you the logistics for your arrival.

Thank you!

Sydney Hupp

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

From: Samantha McDonald [<mailto:SMcDonald@ipaa.org>]

Sent: Monday, May 1, 2017 8:50 AM

To: Hupp, Sydney <hupp.sydney@epa.gov>

Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>

Subject: RE: Meeting request from IPAA

Hi Sydney,

Are we still set for 1:45 PM today with the Administrator? Which entrance should we check-in and to which room should we report?

Attending:

Barry Russell, IPAA President and CEO

Sam McDonald, Director of Government Relations, IPAA

Lee Fuller, Executive Vice President, IPAA

Should there be any last minute changes, my cell is 570-244-5113.

Sam

From: Samantha McDonald
Sent: Friday, April 28, 2017 8:09 AM
To: 'Hupp, Sydney' <hupp.sydney@epa.gov>
Cc: 'Dickerson, Aaron' <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Thanks again for your help scheduling. Are you our contact when we checkin? Are there any last minute details or special check in procedures we should be aware of in advance of Monday's meeting?

From: Samantha McDonald
Sent: Tuesday, April 18, 2017 1:52 PM
To: 'Hupp, Sydney' <hupp.sydney@epa.gov>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Yes! Thank you.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, April 18, 2017 11:23 AM
To: Samantha McDonald <SMcDonald@ipaa.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

How about 1:45 on the 1st?

Thanks!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Samantha McDonald [<mailto:SMcDonald@ipaa.org>]
Sent: Tuesday, April 18, 2017 11:01 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

We could do the afternoon of the 1st or really any time before 4PM on the 4th.

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, April 18, 2017 10:59 AM
To: Samantha McDonald <SMcDonald@ipaa.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

We could do that! Which day (other than the 3rd) might be good for you all?

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Samantha McDonald [<mailto:SMcDonald@ipaa.org>]
Sent: Tuesday, April 18, 2017 10:13 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Next week doesn't work on our end. How about the first week in May?

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, April 18, 2017 9:34 AM
To: Samantha McDonald <SMcDonald@ipaa.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Hi Samantha,

So the Administrator is traveling all of this week. Are there times next week that we could look at?

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Samantha McDonald [<mailto:SMcDonald@ipaa.org>]
Sent: Wednesday, April 12, 2017 11:04 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Yes, thank you! We have some issues scheduling the last week in April, so next week would be ideal. Thanks in advance!

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Tuesday, April 11, 2017 6:50 PM
To: Samantha McDonald <SMcDonald@ipaa.org>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Hi Sam, thank you for touching base! We are set to have a scheduling meeting over several pending requests Thursday afternoon. May I touch base with you towards the end of the week?

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Samantha McDonald [<mailto:SMcDonald@ipaa.org>]
Sent: Tuesday, April 11, 2017 3:29 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: Meeting request from IPAA

Hi Sydney,

Just gently looping back to see if you've been able to review our scheduling request?

Kind regards,

Sam

From: Samantha McDonald
Sent: Friday, April 7, 2017 2:15 PM
To: 'Hupp, Sydney' <hupp.sydney@epa.gov>
Cc: Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Thank you! Attached is our completed form.

We look forward to hearing from you.

Have a great weekend!

From: Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]
Sent: Friday, April 7, 2017 12:33 PM
To: Samantha McDonald <SMcDonald@ipaa.org>
Cc: Lee Fuller <lfuller@ipaa.org>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: Meeting request from IPAA

Good afternoon Sam,

Thank you for reaching out! Would you mind filling out the attached meeting request form and getting back to me so I can discuss with the scheduling team? Please let me know if you have any questions!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

From: Samantha McDonald [<mailto:SMcDonald@ipaa.org>]
Sent: Friday, April 7, 2017 12:27 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>**Cc:** Lee Fuller <lfuller@ipaa.org>
Subject: Meeting request from IPAA

Sydney,

Could you please assist us with setting up an introductory meeting between the Administrator and IPAA's President and CEO, Barry Russell? We have several items affecting independent oil and natural gas producers that we'd like to identify and offer our assistance as EPA seeks to address them.

Feel free to reach out to Lee Fuller (cc'd) or myself with any questions. We thank you in advance for the consideration of this request.

Best,

Sam

Samantha McDonald

Director of Government Relations

Independent Petroleum Association of America

(202)857-4722 / [Visit IPAA](#) / [Visit ESA Watch](#)

