

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]  
**Cc:** Gadhia, Ami[agadhia@aap.org]  
**From:** Laris, Zachary  
**Sent:** Thur 3/30/2017 4:13:45 PM  
**Subject:** RE: Meeting with Administrator Scott Pruitt  
External Meeting Request Form AAP.docx

Thanks Sydney, I think we already filled it out, but I've re-attached it here!

Zach

**From:** Hupp, Sydney [mailto:hupp.sydney@epa.gov]  
**Sent:** Thursday, March 30, 2017 12:12  
**To:** Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Laris, Zachary <zlaris@aap.org>  
**Cc:** Gadhia, Ami <agadhia@aap.org>  
**Subject:** RE: Meeting with Administrator Scott Pruitt

Thank you, Cheryl. Zach, would you mind filling out the attached form, please?

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Woodward, Cheryl  
**Sent:** Tuesday, March 28, 2017 4:15 PM  
**To:** Hupp, Sydney <hupp.sydney@epa.gov>; Laris, Zachary <zlaris@aap.org>  
**Cc:** Gadhia, Ami <agadhia@aap.org>  
**Subject:** RE: Meeting with Administrator Scott Pruitt

My name is Cheryl Woodward, your of Point of Contact for logistics for your meeting at EPA. Below are the instructions/directions to EPA and if you have any logistic question, I will be glad to assist you. Sydney will answer your questions regarding the meeting.

**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 12<sup>th</sup> street, the North Lobby entrance is directly and immediately to your left (Glass Doors -EPA Signified on Glass).

If you are coming by taxi/vehicle, you want to be dropped off on 12th NW, between Constitution Ave and Pennsylvania Ave. It is almost exactly half way between the two avenues on 12<sup>th</sup> 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:** Tuesday, March 28, 2017 3:21 PM  
**To:** Laris, Zachary <[zlaris@aap.org](mailto:zlaris@aap.org)>  
**Cc:** Gadhia, Ami <[agadhia@aap.org](mailto:agadhia@aap.org)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** RE: Meeting with Administrator Scott Pruitt

Looping in Cheryl who will be your point of contact for logistics that day. Please send to me the topic of the meeting as well as a list of attendees.

Thanks!

**From:** Laris, Zachary [<mailto:zlaris@aap.org>]  
**Sent:** Tuesday, March 28, 2017 12:34 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Gadhia, Ami <[agadhia@aap.org](mailto:agadhia@aap.org)>  
**Subject:** RE: Meeting with Administrator Scott Pruitt

Just got word, it works! Thank you so much for your patience. Do you mind sending logistical information on where to meet, who else will be there, how long we will have, etc.? Thank you Sydney!