

**To:** Hupp, Sydney[hupp.sydney@epa.gov]; Graefe, Erin[Erin.Graefe@prime-policy.com]  
**From:** Woodward, Cheryl  
**Sent:** Thur 4/27/2017 6:06:20 PM  
**Subject:** RE: Administrator Pruitt Speaking to IPC

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Tuesday, May 2<sup>nd</sup> at 2:00 pm. The instructions/directions to EPA is below and if you have any questions please contact me. Look forward to seeing you all.

### Directions

**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).

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 12<sup>th</sup> and Constitution Avenues. 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:** Thursday, April 27, 2017 12:32 PM  
**To:** Graefe, Erin <Erin.Graefe@prime-policy.com>

**Cc:** Dickerson, Aaron <dickerson.aaron@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Thank you Erin! Looping in Cheryl to help with day of logistics.

Thanks!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Graefe, Erin [<mailto:Erin.Graefe@prime-policy.com>]  
**Sent:** Wednesday, April 26, 2017 4:58 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <dickerson.aaron@epa.gov>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Sydney-

Just checking in. What entrance (I don't know if there are specifics) should we go to? Attached is a list of attendees. I'll also send along, in the next day or so, the issue briefs we have prepared for our members. Your team may want to take a look at them.

Thanks!

Erin

**From:** Graefe, Erin  
**Sent:** Tuesday, April 18, 2017 3:50 PM  
**To:** 'Hupp, Sydney' <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Tuesday, April 18, 2017 9:49 AM  
**To:** Graefe, Erin <[Erin.Graefe@prime-policy.com](mailto:Erin.Graefe@prime-policy.com)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Great! Attaching a meeting form so that I can make sure we are appropriately staffed on the issues you're wanting to discuss. Would you mind filling out and returning to me, please?

Meeting will be at the EPA in the Administrator's office unless there is a large group of you in which case we will move to a conference room. Once you send me the list of attendees we can begin planning that way. Looking forward to having you all here!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Graefe, Erin [<mailto:Erin.Graefe@prime-policy.com>]  
**Sent:** Monday, April 17, 2017 2:51 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

YES! Thank you. That would be so great.

What do I need to know for our itinerary? Address, room, etc?

I'll circle back by the end of the week with our attendees list and any other pertinent info.

Thank you so much!

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Monday, April 17, 2017 2:48 PM  
**To:** Graefe, Erin <[Erin.Graefe@prime-policy.com](mailto:Erin.Graefe@prime-policy.com)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Could we do the 2<sup>nd</sup> at our office at 2PM?

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Graefe, Erin [<mailto:Erin.Graefe@prime-policy.com>]

**Sent:** Monday, April 17, 2017 2:36 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Generally yes—but we might be able to figure something out for late morning on the 3<sup>rd</sup> although it's tight. We have meetings scheduled in the Senate that morning and a lunch on the House side.

On the 2<sup>nd</sup> (Tuesday) our morning meetings will be at the Willard- and if it's easier for him to come to us that morning but not the lunch meeting we can work that out too. That day he could have his pick of time slots for the afternoon after lunch (assuming the lunch hour still does not work). We have a dinner back at the Willard at 6pm but would be able to come to you up until about 4:30 I think.

If the 2<sup>nd</sup> really is too tight, we have a board meeting all day on the 1<sup>st</sup>... would he be interested at all in attending/speaking to- our opening dinner the evening of the 1<sup>st</sup> at the Willard? He wouldn't have to stay if he didn't want to... just an option. Congressman Bill Johnson (R-OH) will be attending that dinner as he has been a great ally of ours.

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Monday, April 17, 2017 2:30 PM  
**To:** Graefe, Erin <[Erin.Graefe@prime-policy.com](mailto:Erin.Graefe@prime-policy.com)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Are you in town on just the 2<sup>nd</sup>?

Thanks!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Graefe, Erin [<mailto:Erin.Graefe@prime-policy.com>]  
**Sent:** Monday, April 17, 2017 12:23 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Hi Sydney-

Hope you had a good weekend. Does anytime in the afternoon work for you all? We are delighted to come to you and will arrange our day to accommodate the Administrator. Let me know and thanks!

Erin

**From:** Graefe, Erin  
**Sent:** Thursday, April 13, 2017 4:53 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** Re: Administrator Pruitt Speaking to IPC

Yes! We can definitely make that work. We can come to you during the afternoon I think. We're still working out some logistics. What times might work for you all?

Sent from my iPhone

On Apr 13, 2017, at 4:50 PM, Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)> wrote:

Hey Erin,

Unfortunately, I don't think we will be able to make the speaking engagement work. The Administrator is definitely interested in meeting with your CEO group though. Would an in person meeting at our office be possible while you all are in town?

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Graefe, Erin [<mailto:Erin.Graefe@prime-policy.com>]  
**Sent:** Wednesday, April 12, 2017 11:54 AM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

No delay at all! Just checking in. We would love him to attend lunch- but of course we can be flexible with whatever might work for the Administrator. Tomorrow is great. Many thanks!

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Wednesday, April 12, 2017 11:51 AM  
**To:** Graefe, Erin <[Erin.Graefe@prime-policy.com](mailto:Erin.Graefe@prime-policy.com)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Speaking to IPC

Hi Erin, thank you for the follow up! We are meeting over calendaring this request and several other May requests tomorrow afternoon. Is it okay if I reach back out to you tomorrow? I'm sorry for the delay!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Graefe, Erin [<mailto:Erin.Graefe@prime-policy.com>]  
**Sent:** Wednesday, April 12, 2017 10:46 AM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** FW: Administrator Pruitt Speaking to IPC

Hi Sydney,

Following up on your email to my Chairman Charlie Black last week. I sent along the form to you the next day. Please let me know if you have any questions! Many thanks for your time and consideration.

Best, Erin Dorton

Begin forwarded message:

**From:** "Hupp, Sydney" <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Date:** April 3, 2017 at 7:21:08 PM EDT  
**To:** "[Charlie.Black@prime-policy.com](mailto:Charlie.Black@prime-policy.com)" <[Charlie.Black@prime-policy.com](mailto:Charlie.Black@prime-policy.com)>  
**Cc:** "Dickerson, Aaron" <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** Administrator Pruitt Speaking to IPC

Good evening Charlie,

Hope this email finds you well! I am reaching out regarding your request for Administrator Pruitt to speak to IPC the first week of May. Would you kindly fill out the attached speaker request form so that we may discuss in our next scheduling meeting? Please let me know if you have any questions!

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

<EPA Administrator Pruitt Speaker Request Form.docx>

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