

**To:** Woodward, Cheryl[Woodward.Cheryl@epa.gov]; Hupp, Sydney[hupp.sydney@epa.gov]  
**Cc:** Laine Evans[levans@GPS-50.com]  
**From:** Larissa Martin  
**Sent:** Wed 6/7/2017 2:10:08 PM  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Great, we'll get back to you on attendees shortly.

Thank you so much,

Larissa

**From:** Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]  
**Sent:** Wednesday, June 7, 2017 9:57 AM  
**To:** Larissa Martin <lmartin@GPS-50.com>; Hupp, Sydney <hupp.sydney@epa.gov>  
**Cc:** Laine Evans <levans@GPS-50.com>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

No WAVES Information. Just names.

**From:** Larissa Martin [mailto:lmartin@GPS-50.com]  
**Sent:** Wednesday, June 07, 2017 9:56 AM  
**To:** Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>  
**Cc:** Laine Evans <levans@GPS-50.com>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Great, thank you so much!

Do you need any WAVES information a head of time for the attendees?

I'll work to get you a list of attendees with Jack as soon as possible.

Thanks,

Larissa

**From:** Woodward, Cheryl [<mailto:Woodward.Cheryl@epa.gov>]  
**Sent:** Wednesday, June 7, 2017 9:22 AM  
**To:** Larissa Martin <[lmartin@GPS-50.com](mailto:lmartin@GPS-50.com)>; Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Wednesday, June 28 at 9:30 am. The instructions/directions to EPA is below and if you have any questions please contact me. Send me the attendee's list Wednesday, June 21<sup>st</sup> if possible. If you have edits you can send me later. 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 12<sup>th</sup> 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 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:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Tuesday, June 06, 2017 11:02 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Thank you so much!

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Tuesday, June 6, 2017 3:39 PM  
**To:** Larissa Martin <[lmartin@GPS-50.com](mailto:lmartin@GPS-50.com)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Would probably help if I copied Cheryl... Thanks!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Hupp, Sydney  
**Sent:** Tuesday, June 6, 2017 3:38 PM  
**To:** 'Larissa Martin' <[lmartin@GPS-50.com](mailto:lmartin@GPS-50.com)>

**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Don't need anything else at the moment. I am looping in Cheryl though who will provide you with logistical details for the day of. Finalizing attendees closer to the day works great!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Tuesday, June 6, 2017 3:20 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** Re: Administrator Pruitt Meeting schedule request

We can confirm 9:30 am on the 28th. What else do you need from us at this point? Is it ok if we finalize any add'l attendees coming with Jack closer to?

Thank you so much!

Larissa

Larissa Z. Martin

Guidepost Strategies

248-420-9429

On Jun 6, 2017, at 1:55 PM, Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)> wrote:

How about 9:30AM on the 28<sup>th</sup>?

---

**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Tuesday, June 6, 2017 1:51 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Sydney,

Unfortunately they can't make the 19<sup>th</sup> work but would the following week work on these dates/times ? June 28<sup>th</sup> (open all day until 5:30pm) and June 29<sup>th</sup> (open-but best from 11:00am on if possible).

Thanks!  
Larissa

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Tuesday, June 6, 2017 12:01 PM  
**To:** Larissa Martin <[lmartin@GPS-50.com](mailto:lmartin@GPS-50.com)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Thank you!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]

**Sent:** Tuesday, June 6, 2017 11:58 AM

**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>

**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>

**Subject:** Re: Administrator Pruitt Meeting schedule request

Thank you, they are trying to adjust the schedule on the 19th to make one of the options you sent work.

Larissa Z. Martin

Guidepost Strategies

248-420-9429

On Jun 6, 2017, at 11:57 AM, Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)> wrote:

Correct.

---

**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Tuesday, June 6, 2017 11:34 AM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** Re: Administrator Pruitt Meeting schedule request

Sydney,

We're reviewing the 19th options but just want to reconfirm you don't have anything available on the 20th from 2:00-4:30pm, right?

Thank you so much,

Larissa

Larissa Z. Martin

Guidepost Strategies

248-420-9429

On Jun 6, 2017, at 11:19 AM, Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)> wrote:

9:15-9:45AM is our open slot on the morning of the 19<sup>th</sup> right now. Can also do 4:15 that afternoon. If we need to revisit another day, we certainly can!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Tuesday, June 6, 2017 11:15 AM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Sydney,

Do you have specifics time that work best for you on the 19<sup>th</sup>? They have a board meeting that morning but can try to adjust accordingly based off what works best for the Administrator.

Thanks!  
Larissa

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Tuesday, June 6, 2017 9:13 AM  
**To:** Larissa Martin <[lmartin@GPS-50.com](mailto:lmartin@GPS-50.com)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Great!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Tuesday, June 6, 2017 8:15 AM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

He's out of town on the 22<sup>nd</sup> but let me check if he can do any earlier on the 19<sup>th</sup>.

Thank you!

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Monday, June 5, 2017 3:30 PM  
**To:** Larissa Martin <[lmartin@GPS-50.com](mailto:lmartin@GPS-50.com)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Any chance of something on the morning of the 19<sup>th</sup> or 22<sup>nd</sup>?

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Monday, June 5, 2017 3:03 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Administrator Pruitt Meeting schedule request

Sydney,

Jack is out of town part of the week of the 19<sup>th</sup> but here is what does work for him as of now:

6/19: 11:00am – 2:30pm, 5:00pm on

6/20: open until 2:00pm & after 4:30pm

Let me know if any of these work or if you'd prefer me to send add'l times/dates.

Laine cc'ed here will get you the form shortly.

Thank you so much!  
Larissa

**From:** Larissa Martin  
**Sent:** Monday, June 5, 2017 2:39 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>; Dickerson, Aaron

<dickerson.aaron@epa.gov>

**Subject:** RE: Administrator Pruitt Meeting schedule request

Sydney,

That's great – let me check with Jack's assistant and get back to you shortly.  
We'll also fill out the form.

Thank you!

Larissa

**From:** Hupp, Sydney [mailto:hupp.sydney@epa.gov]

**Sent:** Monday, June 5, 2017 11:35 AM

**To:** Larissa Martin <lmartin@GPS-50.com>

**Cc:** Laine Evans <levans@GPS-50.com>; Dickerson, Aaron  
<dickerson.aaron@epa.gov>

**Subject:** RE: Administrator Pruitt Meeting schedule request

Hi Larissa,

Apologies for the delay! Happy to work to get something set up! What does the week of the 19<sup>th</sup> look like for you all? Additionally, would you mind filling out the attached?

Thank you!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Larissa Martin [<mailto:lmartin@GPS-50.com>]  
**Sent:** Thursday, June 1, 2017 2:34 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Laine Evans <[levans@GPS-50.com](mailto:levans@GPS-50.com)>  
**Subject:** FW: Administrator Pruitt Meeting schedule request

Sydney,

Hope all is well!

I just wanted to flag the below note from API about a meeting with API's President, Jack Gerard and Administrator Pruitt. Please let me know if I can provide any additional information for your team to review this request, Jack is based in DC so he's fairly flexible on dates/times.

Thank you!  
Larissa

**From:** Khary Cauthen  
**Sent:** Thursday, June 01, 2017 11:18 AM  
**To:** [jackson.ryan@epa.gov](mailto:jackson.ryan@epa.gov); Hupp, Millan ([hupp.millan@epa.gov](mailto:hupp.millan@epa.gov)); Hilary Moffett  
**Cc:** Susan Tackish  
**Subject:** Administrator Pruitt Meeting schedule request

Ryan/Millan: Good morning, hope that all is well with you. My President and CEO Jack Gerard would like to schedule a meeting with Administrator Pruitt to follow up on several items the Administrator touched on in his remarks to API's

Board meeting in March as well as ongoing regulatory activities. Our hope is to schedule this 40 minute meeting at the Administrator's earliest in town availability.

I have copied Susan Tackish, Mr. Gerard's Executive Assistant on this email. She manages his schedule/calendar and can facilitate scheduling the meeting.

Thanks in advance for your assistance.

Khary

202-682-8209 o

202-744-9959 c