

**To:** Woodward, Cheryl[Woodward.Cheryl@epa.gov]; Hupp, Sydney[hupp.sydney@epa.gov]  
**From:** Hack, Brooke Haywood  
**Sent:** Wed 5/3/2017 2:04:12 PM  
**Subject:** RE: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Thanks Cheryl.

**Brooke Haywood Hack**

Executive Assistant, Office of the President

[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

**From:** Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]  
**Sent:** Wednesday, May 3, 2017 8:24 AM  
**To:** Hack, Brooke Haywood <Brooke\_Hack@afandpa.org>; Hupp, Sydney <hupp.sydney@epa.gov>  
**Subject:** RE: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, May 4 at 1:30 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 from the train otherwise two escalators then do a small U-Turn to the right 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 12<sup>th</sup> and Constitution Avenues. It is almost exactly half way between the two avenues on 12<sup>th</sup> street 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:** Hack, Brooke Haywood [[mailto:Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)]  
**Sent:** Tuesday, May 02, 2017 7:33 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Cc:** Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** RE: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Okay thanks Sydney – but we are confirming the time change to 1:30 PM, correct?

And I'll wait to hear from Cheryl tomorrow re: South vs. North Lobby.

Thanks ladies!  
All the best,

Brooke

**Brooke Haywood Hack**

Executive Assistant, Office of the President

[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Tuesday, May 2, 2017 7:16 PM  
**To:** Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)>  
**Cc:** Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** Re: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Great! Thank you so much! I will let Cheryl be the final say on this but believe you should be coming in the south entrance.

Thank you!!

Sent from my iPhone

On May 2, 2017, at 6:40 PM, Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)> wrote:

Hi Sydney & Cheryl,

Of course – we can make 1:30 PM work on our end for our group; thanks for the heads up. If you can just let us know about the North/South Lobby logistical point tomorrow, that would be terrific.

But yes – we can go ahead and confirm 1:30 PM on Thursday; our group will be there!

Many thanks,  
Brooke

**Brooke Haywood Hack**

Executive Assistant, Office of the President

[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Tuesday, May 2, 2017 6:22 PM  
**To:** Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** RE: Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Hi, I will let Cheryl answer your logistical questions but am wondering if we might be able to push the meeting to 1:30PM?

Thank you!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Hack, Brooke Haywood [[mailto:Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)]  
**Sent:** Tuesday, May 2, 2017 1:51 PM  
**To:** Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Cc:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Subject:** Reconfirming AF&PA Meeting at EPA on Thursday, May 4 at 1:00 PM

Dear Cheryl,

I am writing to reconfirm our group's meeting at EPA this Thursday, May 4 at 1:00 PM.

Just to clarify – as I have hired a car service for our group – in your instructions below, the South Lobby is mentioned in bold in the directions; is it the North Lobby

or the South Lobby where they should enter? Some of our folks were confused when I stipulated the South Lobby, as they have had meetings there earlier this week, and they used the North Lobby – so they asked me to verify.

- I currently have the instructions/directions for the group as: EPA, 1200 Pennsylvania Avenue, NW, William Jefferson Clinton Building, South Lobby / Tell Security that our group was instructed to call Cheryl Woodward at 202-564-1271 or Michelle Hale at 202-564-1430 to escort our group to the meeting

- And for the car service/driver as: 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.

Please let me know if both sets of directions/instructions are correct.

Our group is looking forward to the meeting on Thursday afternoon.

Many thanks, Brooke

**Brooke Haywood Hack**

Executive Assistant, Office of the President

[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

**From:** Woodward, Cheryl [<mailto:Woodward.Cheryl@epa.gov>]

**Sent:** Monday, April 24, 2017 2:37 PM

**To:** Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)>

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

**Subject:** FW: AF&PA May 4th meeting at 1:00 PM

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA

on Thursday, May 4<sup>th</sup> at 1 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 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:** Monday, April 24, 2017 2:19 PM  
**To:** Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)>  
**Cc:** Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** RE: AF&PA May 4th meeting at 1:00 PM

Looping in our logistics queen, Cheryl. Thanks!

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**Sydney Hupp**

Executive Scheduler

Office of the Administrator

202.816.1659 (c)

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Monday, April 24, 2017 9:16 AM  
**To:** Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)>  
**Subject:** RE: AF&PA May 4th meeting at 1:00 PM

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Hack, Brooke Haywood [[mailto:Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)]  
**Sent:** Friday, April 21, 2017 3:38 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Subject:** RE: AF&PA May 4th meeting at 1:00 PM

That's what I figured, Sydney – but I just wanted to confirm 100% to be perfectly clear on timing.

Thanks so much, and have a splendid weekend!

Best, Brooke

**Brooke Haywood Hack**

Executive Assistant, Office of the President

[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Friday, April 21, 2017 1:58 PM  
**To:** Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)>  
**Subject:** RE: AF&PA May 4th meeting at 1:00 PM

30 minutes!

Thanks!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Hack, Brooke Haywood [[mailto:Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)]  
**Sent:** Thursday, April 20, 2017 4:39 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>  
**Subject:** RE: AF&PA May 4th meeting at 1:00 PM

Sydney, at your convenience, will you please confirm how much time AF&PA will be allotted for this meeting?

Many thanks,  
Brooke

**Brooke Haywood Hack**

Executive Assistant, Office of the President

[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)

(202) 463-5169

AMERICAN FOREST & PAPER ASSOCIATION

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Thursday, April 20, 2017 10:08 AM  
**To:** Hack, Brooke Haywood <[Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)>; Schwartz, Jerry <[Jerry\\_Schwartz@afandpa.org](mailto:Jerry_Schwartz@afandpa.org)>; Dewey, Amy <[Dewey.Amy@epa.gov](mailto:Dewey.Amy@epa.gov)>; Graham, Amy <[graham.amy@epa.gov](mailto:graham.amy@epa.gov)>  
**Cc:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Dickerson, Aaron <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>  
**Subject:** RE: Two AF&PA Meeting Requests

Good morning! It looks like we are good to go for this meeting. Is May 4<sup>th</sup> at 1PM a possibility for your group? We would have you meeting with Mandy and the Administrator at the same time.

Thank you!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659

**From:** Hack, Brooke Haywood [[mailto:Brooke\\_Hack@afandpa.org](mailto:Brooke_Hack@afandpa.org)]  
**Sent:** Tuesday, April 11, 2017 1:21 PM  
**To:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>; Schwartz, Jerry