

To: Marissa.Serafino@hklaw.com[Marissa.Serafino@hklaw.com]; Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Thur 4/27/2017 1:28:08 PM
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

Thank you so much Marissa! Looking forward to having you all here!

Sydney Hupp
Executive Scheduler
Office of the Administrator
202.816.1659 (c)

-----Original Message-----

From: Marissa.Serafino@hklaw.com [mailto:Marissa.Serafino@hklaw.com]
Sent: Thursday, April 27, 2017 9:25 AM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

Hi Sydney,

Our group looks forward to our meeting with the Administrator this afternoon. I've attached the final list of participants for your convenience.

Thank you for all your help in arranging this, Marissa

Marissa Serafino | Holland & Knight
Public Affairs Advisor
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800 17th Street N.W., Suite 1100 | Washington DC 20006 Phone 202.469.5414 | Fax 202.955.5564
marissa.serafino@hklaw.com | www.hklaw.com

-----Original Message-----

From: Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]
Sent: Monday, April 24, 2017 4:12 PM
To: Serafino, Marissa C (WAS - X75414) <Marissa.Serafino@hklaw.com>
Cc: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, April 27th at 3 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 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.

-----Original Message-----

From: Marissa.Serafino@hklaw.com [mailto:Marissa.Serafino@hklaw.com]
Sent: Thursday, April 20, 2017 4:36 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

Thanks so much, Sydney.

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Public Affairs Advisor
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-----Original Message-----

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Thursday, April 20, 2017 4:30 PM
To: Serafino, Marissa C (WAS - X75414) <Marissa.Serafino@hklaw.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

Extended it to an hour! Thank you for advising me!

Sydney Hupp
Office of the Administrator- Scheduling
202.816.1659

-----Original Message-----

From: Marissa.Serafino@hklaw.com [mailto:Marissa.Serafino@hklaw.com]
Sent: Thursday, April 20, 2017 10:51 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

Thank you, Sydney. Given that we have such a large group flying in to attend, is there any way we could extend the meeting to an hour (ideally) or 45 minutes?

Thank you,
Marissa

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-----Original Message-----

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Wednesday, April 19, 2017 10:04 AM
To: Serafino, Marissa C (WAS - X75414) <Marissa.Serafino@hklaw.com>
Cc: Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

Thank you! The meeting will be 30 minutes.

Sydney Hupp
Office of the Administrator- Scheduling
202.816.1659

-----Original Message-----

From: Marissa.Serafino@hklaw.com [mailto:Marissa.Serafino@hklaw.com]
Sent: Tuesday, April 18, 2017 2:37 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 27

Hi Sydney,

For planning purposes, how long will we have with the Administrator at our meeting next week?

I've also attached a final list of the attendees here.

Thank you,
Marissa

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-----Original Message-----

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Monday, April 10, 2017 1:05 PM
To: Serafino, Marissa C (WAS - X75414) <Marissa.Serafino@hklaw.com>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Cc: Gold, Richard (WAS - X77143) <rich.gold@hklaw.com>; Karakitsos, Dimitrios J (WAS - X75132) <Dimitri.Karakitsos@hklaw.com>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 20

Yes ma'am, it is April 27th at 2:00PM.

Sydney Hupp
Office of the Administrator- Scheduling
202.816.1659

-----Original Message-----

From: Marissa.Serafino@hklaw.com [mailto:Marissa.Serafino@hklaw.com]
Sent: Monday, April 10, 2017 1:01 PM
To: Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Hupp, Sydney <hupp.sydney@epa.gov>
Cc: rich.gold@hklaw.com; Dimitri.Karakitsos@hklaw.com
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 20

Hi Cheryl,

Thank you for sending this information. I wanted to clarify that our meeting at EPA is on Thursday, April 27, not April 26.

Thank you,
Marissa

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-----Original Message-----

From: Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]
Sent: Monday, April 10, 2017 12:50 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>; Serafino, Marissa C (WAS - X75414) <Marissa.Serafino@hklaw.com>
Cc: Gold, Richard (WAS - X77143) <rich.gold@hklaw.com>; Karakitsos, Dimitrios J (WAS - X75132) <Dimitri.Karakitsos@hklaw.com>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 20

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Wednesday, April 26th. 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 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.

-----Original Message-----

From: Hupp, Sydney
Sent: Monday, April 10, 2017 12:30 PM
To: Marissa.Serafino@hklaw.com
Cc: rich.gold@hklaw.com; Dimitri.Karakitsos@hklaw.com; Dickerson, Aaron <dickerson.aaron@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 20

Thank you! Looping in Cheryl who can advise on logistics. Looking forward to having you all here!

Sydney Hupp

Office of the Administrator- Scheduling
202.816.1659

-----Original Message-----

From: Marissa.Serafino@hklaw.com [mailto:Marissa.Serafino@hklaw.com]
Sent: Friday, April 7, 2017 2:46 PM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: rich.gold@hklaw.com; Dimitri.Karakitsos@hklaw.com; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 20

Thank you, Sydney.

The completed form is attached. Please let us know if there are any special instructions we should follow upon arrival.

Best,
Marissa

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-----Original Message-----

From: Hupp, Sydney [mailto:hupp.sydney@epa.gov]
Sent: Wednesday, April 05, 2017 3:18 PM
To: Serafino, Marissa C (WAS - X75414) <Marissa.Serafino@hklaw.com>
Cc: Gold, Richard (WAS - X77143) <rich.gold@hklaw.com>; Karakitsos, Dimitrios J (WAS - X75132) <Dimitri.Karakitsos@hklaw.com>; Dickerson, Aaron <dickerson.aaron@epa.gov>
Subject: RE: AROW Meeting Request to Administrator Pruitt - April 20

Hi Marissa,

Thank you for the email! 2PM works for us. If you would kindly fill out the meeting request form, I will get all of the info put into the calendar. Looking forward to having you all here!

Thank you!
Sydney

Sydney Hupp
Office of the Administrator- Scheduling
202.816.1659

-----Original Message-----

From: Marissa.Serafino@hklaw.com [mailto:Marissa.Serafino@hklaw.com]
Sent: Wednesday, April 5, 2017 11:14 AM
To: Hupp, Sydney <hupp.sydney@epa.gov>
Cc: rich.gold@hklaw.com; Dimitri.Karakitsos@hklaw.com
Subject: Re: AROW Meeting Request to Administrator Pruitt - April 20

Hi Sydney,

Thank you for calling yesterday. I've confirmed April 27 with our senior executives to meet with the Administrator. Please confirm that 2pm works for him.

The executives are eager to make arrangements, so please let me know as soon as possible.

Thank you again,
Marissa

Sent from my iPhone

On Mar 28, 2017, at 11:04 AM, Serafino, Marissa C (WAS - X75414)
<Marissa.Serafino@hklaw.com<mailto:Marissa.Serafino@hklaw.com>> wrote:

Hi Sydney,

Attached is a formal meeting request to EPA Administrator Pruitt for April 20 from the Alliance to Restore Our Waterways (AROW) to discuss EPA's Superfund program. The meeting will include senior executives from companies, including Honeywell, BASF, Boeing, Dow and Schnitzer Steel, that are affected by the cleanup process at contaminated sediment sites.

Please do not hesitate to contact me with any further questions.

Thank you,
Marissa

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Add to address book<http://www.hklaw.com/vcard.aspx?user=mcserafino> | View professional
biography<http://www.hklaw.com/id77/biosmcserafino>

<March 2017 AROW Meeting Request to EPA Administrator.pdf>

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