

To: Diane Troutman[dltroutman@819eagle.com]
Cc: Woodward, Cheryl[Woodward.Cheryl@epa.gov]
From: Hupp, Sydney
Sent: Mon 4/17/2017 2:25:08 PM
Subject: RE: Meeting April 26th

Good morning!

Arrival instructions are below. Would you please let me know a final list of attendees as well? I will forward your note to Byron's office about getting a meeting set up.

Thanks!

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).

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 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.

Sydney Hupp

Office of the Administrator- Scheduling