

**To:** Woodward, Cheryl[Woodward.Cheryl@epa.gov]  
**Cc:** Hupp, Sydney[hupp.sydney@epa.gov]; David Schwietert[DSchwietert@autoalliance.org]  
**From:** Sheila James  
**Sent:** Mon 4/24/2017 8:40:37 PM  
**Subject:** RE: Meeting Next Week

Thank you, Cheryl!

This information is greatly appreciated. I will share information with the bus company. Yes, I will have guest list with bus company/driver's name as requested by COB tomorrow. Please call my cell if you need to reach me by phone. Thank you.

Best regards,

Sheila

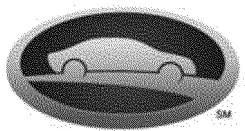
Sheila James

Executive Assistant to

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**From:** Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]  
**Sent:** Monday, April 24, 2017 4:20 PM  
**To:** Sheila James <sjames@autoalliance.org>  
**Cc:** Hupp, Sydney <hupp.sydney@epa.gov>; David Schwietert <DSchwietert@autoalliance.org>  
**Subject:** RE: Meeting Next Week

My name is Cheryl Woodward and I will assist you in the logistics for your meeting at EPA on Thursday, April 27 at 11:45 am. The instructions/directions to EPA is below and if you have any questions please contact me. As stated earlier, send the list by COB tomorrow (Tuesday, April 25<sup>th</sup>) to get to security. You asked by the shuttle bus parking, we don't have designated parking around our agency however there are places buses uses around the Smithsonian area they may be able to hold until meeting is over. But feel free to give my contact number if you need for me to speak with them directly. If the company is familiar with the area the driver might be knowledgeable on where to sit for the 30-45 minutes. 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:** Sheila James [<mailto:sjames@autoalliance.org>]  
**Sent:** Thursday, April 20, 2017 3:14 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)>; David Schwietert <[DSchwietert@autoalliance.org](mailto:DSchwietert@autoalliance.org)>  
**Subject:** RE: Meeting Next Week

Hello Cheryl,

We have a shuttle to transport our members to the meeting. Will there be an issue with the shuttle waiting 30 minutes until meeting ends? I can provide bus company and driver's name next Tuesday as well.

Sheila

**From:** Woodward, Cheryl [<mailto:Woodward.Cheryl@epa.gov>]  
**Sent:** Thursday, April 20, 2017 2:48 PM  
**To:** David Schwietert <[DSchwietert@autoalliance.org](mailto:DSchwietert@autoalliance.org)>  
**Cc:** Hupp, Sydney <[hupp.sydney@epa.gov](mailto:hupp.sydney@epa.gov)>; Sheila James <[sjames@autoalliance.org](mailto:sjames@autoalliance.org)>  
**Subject:** Re: Meeting Next Week

If we can have the list by next Tuesday by end of the day.

Sent from my iPhone

On Apr 20, 2017, at 12:23 PM, David Schwietert <[DSchwietert@autoalliance.org](mailto:DSchwietert@autoalliance.org)> wrote:

Thanks Sydney. I appreciated your call.

I've copied Sheila James here at the Alliance who can also assist with the list of attendees for our meeting with the Administrator next Thursday at 11:45-12:15 pm

My initial estimate is that with 12 member companies being represented, we'll likely have just under 30 folks coming over for the meeting. Cheryl, can you tell us when you need the list by?

We wrap up our meeting with Secretary Chao at DOT shortly after 11:00 so that will give us enough time to commute to EPA HQ.

I appreciate you flagging my follow up e-mail/call to Ryan.

Dave

**From:** Hupp, Sydney [<mailto:hupp.sydney@epa.gov>]  
**Sent:** Thursday, April 20, 2017 12:15 PM  
**To:** David Schwietert <[DSchwietert@autoalliance.org](mailto:DSchwietert@autoalliance.org)>  
**Cc:** Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** Meeting Next Week

David,

Thank you for your time on the phone! Looping in Cheryl who will help with getting your group through security on the 27<sup>th</sup>. Just pinged Ryan via email about our phone call and will remind him again in person in a bit. Looking forward to having you here!

Thanks!

Sydney Hupp

Office of the Administrator- Scheduling

202.816.1659