Appointment

**From**: Burke, Thomas [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=39FFC3DD34EA495B9A31E61B778FBBEC-BURKE, THOM]
**Sent**: 4/20/2016 9:09:46 PM
**To**: Burke, Thomas [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=39ffc3dd34ea495b9a31e61b778fbbec-Burke, Thom]; Cogliano, Vincent [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=51f2736376ac4d32bad2fe7cfef2886b-Cogliano, Vincent]; D'Amico, Louis [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=78a91f83c4414910be286efe02004dbc-D'Amico, Louis J.]; Kavlock, Robert [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=eebac67f01094409a7fdaa955a837884-Kavlock, Robert]; Gwinn, Maureen [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4bdc5237a5c440a7b664518e23eb5647-Gwinn, Maureen]; Deener, Kathleen [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b9a2ff1c086249ea8f6414afde8a5e54-Deener, Kathleen]; Lee, Janice [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b5d72226848849279376f33f6d0b9845-Lee, Janice]; Salazar, Keith [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4fd610df1d0c4db0b97eb0e00231461e-Salazar, Keith]; Fritz, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f8d42341bd2241598226069f9623074a-Fritz, Jason]; Hotchkiss, Andrew [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=10f01ccc8611401bb34d16b71a87d3d5-Hotchkiss, Andrew]; Perovich, Gina [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e3c19d7f4db41bfa2477aa27ad83945-Perovich, Gina]; Jones, Samantha [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=eac77fe3b20c4667b8c534c90c15a830-Jones, Samantha]; Vandenberg, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=dcae2b98a04540fb8d099f9d4dead690-Vandenberg, John]; Osaka, Anna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f59084b342934f42aba4643b326f8611-Osaka, Anna]; Plotkin, Viktoriya [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=80ee212afbc149048915720f0cc24116-Plotkin, Viktoriya]; Flowers, Lynn [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1a4411c874d041b9a8badfc32b91bd70-Flowers, Lynn]

**Subject**: IRIS: tert-Butyl alcohol
**Attachments**: tert-Butyl alcohol Briefing_4 22 2016 final.pptx; tert-Butyl alcohol_fact sheet 4 22 2016 final.docx
**Location**: DCRoomRRB41213/ORD/B249/Duluth via video; call-in: Teleconference Line / Ex. 6 (no 202)

**Start**: 4/26/2016 8:00:00 PM
**End**: 4/26/2016 8:45:00 PM
**Show Time As**: Out of Office

tert-Butyl alcohol_fact she...  tert-Butyl alcohol Briefing_4 22 20...

Tom would like a briefing. Please work with Nathan (cc'd) to set up a briefing for 45 min for next Tuesday (likely by video is fine). Please send a briefing package to Nathan, Anna, Kacee and myself by 3pm on Friday and include in the briefing package slides and a concise fact sheet that he can review in advance. I would expect no more than 12 or so

slides with a clear bottom line slide at the end, so that Tom and Bob will have time for questions and discussion with the team. Ideally, they will be able to review in advance so the presentation can just be a quick overview.

Nathan, once you have the list of folks and locations from NCEA (may be those on this email only?), please try to find a time for Tom and Bob to be briefed. Tom is key, Bob and Lek if available. I would also include Lynn Flowers, myself, Kacee, and Vik.

Thanks!

Maureen

Maureen R. Gwinn, PhD DABT ATS
Special Assistant/IOAA

t(202)564-4621
Personal Phone / Ex. 6