Message

From: Garbarini, Doug [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=37249265586C49F88A0E5D7D191D9306-GARBARINI, DOUG]
Sent: 10/28/2015 2:23:55 PM
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Subject: NWIRP-Grumman Groundwater Quarterly Meeting: Final Agenda and Instructions for Getting Through Security
Attachments: Visiting US EPA Region 2 Smart Sheet.docx; 10-29-2015 agenda for NWIRP- Grumman Quarterly Coordinaton Meeting (final 10-28-2015).docx

Hi. We are looking forward to our meeting tomorrow. Attached is the final agenda for the meeting which has been slightly modified from the draft agenda previously sent to you; in addition to consolidation of some topics, two agenda items were added: (1) results for recent 1,4-dioxane sampling at the site (note: water districts if you could also discuss any recent public water supply data you have that would be helpful) and (2) new agenda topics for next meeting (water districts had asked that an agenda item be added related to public water supply contingency program-processing of payments; given the late notice all parties will not be prepared to discuss this at the meeting tomorrow, but the water districts can queue it up for the next meeting).

Please note that security measures have changed since our last meeting. Please review the following info as it will simplify your entry to the building.

> *You are scheduled to meet with EPA Region 2 employee Doug Garbarini at 10:30 am on October 29, 2015. Your meeting is scheduled to occur on Floor 27 Conference Room 27B. Should you have any questions ahead of your visit or on the day of your visit please call Doug Garbarini (212-637-4288) for assistance.*
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> *Please bring a copy of this notice to facilitate expedited security clearance into the facility. Also, please review the attached document "Visiting U.S. EPA Region 2's Headquarters" prior to your visit.*

- Upon their arrival, visitors should proceed to the security guard who is stationed outside the main entrance door for 290 Broadway (at the intersection of Broadway and Duane Street). There is no need for our visitors to wait on the security line. They can proceed directly to the on duty security guard. The visitors should inform the guard that they have a meeting within EPA Region 2's offices and provide a copy of their meeting information to the guard, in order to expedite their entry.
- Visitors from the private sector, as well as federal employees visiting from another facility, will be asked to provide an unexpired, government-issued photo ID to the security guards prior to entering the building. Once inside, the individuals and their parcels, bags and packages will be screened through the security equipment. Once they have completed screening, they will be permitted to proceed to their meeting destination.
- Visitors are only permitted within the facility between the hours of 8 am – 6 pm, Monday through Friday.
- International visitors (anyone, including university students, who do not hold a U.S. issued Passport) will not be permitted to enter EPA controlled space unless the Regional Security Officer and the International Visitor Coordinator Press Office have cleared the appointment at least fourteen (14) business days prior to the date of the meeting. Please contact C.J. Couch at (212) 637-3121 and/or Melissa Dimas (212) 637-3677 for guidance on hosting international visitors.

Thanks

Doug