RA OR DRA MEETING REQUEST FORM

THE RA AND DRA REQUEST THAT YOU COMPLETE THE ENTIRE FORM BELOW WITH AS MUCH DETAIL AS POSSIBLE. SUBMIT THIS FORM TO YOUR OFFICE DIRECTOR OR ASSOCIATE DIRECTOR. ONCE APPROVED EMAIL IT TO THE RA'S OFFICE AT R10-ORA@EPA.GOV

- **Meeting Topic(s)/Title of Meeting or Event:** High Tide Line-Potential Region 10 Assertion of Special Case
- **Program Office:** ARU/OERA
- **Urgency/Priority (high, medium, low):** High
- **Purpose of the meeting (informational, decisional, pre-briefing for external meeting, etc):** Decisional
- **If the meeting will involve external participants, what will the RA/DRA's role be in the event (site visit, presenter, site tour, listening session, etc):** N/A
- **Brief background information/details:** Ex. 5 - Deliberative Process

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- **Location and/or suggested travel plans if offsite:** N/A
- **When would you like to have this meeting? Please indicate if there are any deadlines:** week of 3 January
- **Suggested length of meeting (typically briefings only last 45 minutes):** 30 min
- **Required Attendees (we will need a list of principal external participants before the meeting/event):** David Allnutt, Michael Szerlog, Heather Dean, Endre Szalay
- **Optional Attendees:** Dan Opalski, Peter Murchie, Susan Meyer, Cara Steiner-Reilly
- **Equipment needed (VTC, phone line, thin client, PowerPoint, etc):** possibly phone line & PowerPoint
- **Superfund Site Charging:** N/A