Date Received in OW:

OFFICE OF WATER MEETING REQUEST FORM

FOR: Joel Beauvais__X____ Michael Shapiro _____ Ellen Gilinsky _____

Subject: _____ Briefing on Final Cadmium Aquatic Life Ambient Water Quality Criteria ___

Meeting Requested By: __Mike Elias_____ Date: __3/15/16___

Office Director Approval: Ex. 6 - Personal Privacy Date: 3/15/16

Date Staff will be ready for this meeting by: ____March 23_____

Latest date meeting can happen by: _____March 24th_____

Time Needed for meeting: 20 Minutes _____ 45 Minutes __X__ 1 Hour _____ Other _____

Purpose of the meeting:

AA decision expected? Yes __X__ No _____

Provide AA with information? Yes __X__ No _____

What specifically is to be decided or presented? Why is a meeting needed?

Asking for approval for releasing Final Cadmium Aquatic Life Ambient Water Quality Criteria document. The requested meeting dates are based on a litigation-driven deadline.

Who will attend the meeting?

Mandatory Attendees (Give Full Names as listed in Outlook and Identify Office):

Betsy Southerland, Betsy Behl, Colleen Flaherty, Kathryn Gallagher, Mike Elias, Erica Fleisig, Sarah Hisel-McCoy, Lee Schroer, Glynis Hill, Corey Buffo

Optional Attendees (Give Full Names as listed in Outlook and Identify Office – please copy your own office's Special Assistant): Octavia Conerly

AA's Conference Technology - Please check one: Presentation __X___ Audio_X_ Video_____

Conference line to use for phone-in attendees: use Joel's line, please.

Person Providing Agenda for the Meeting:

Name: Mike Elias Phone: ___202-566-0120_____

Person Providing Briefing Material (if any) for the Meeting:

Name: Mike Elias Phone: _202-566-0120_____

Once the meeting is scheduled, hand carry hard copies (enough copies for each senior management attendee) to OW IO. Agenda and briefing materials are due in hard copy no later than 3:30pm the day before the meeting, unless the meeting is scheduled too late to allow this.

- For Joel and Ellen, please provide any agenda and briefing materials to Crystal Penman (564-3318) in East 3219.
- For Mike, please provide any agenda and briefing materials to Crystal Edwards (564-1661) in East 3223.