OFFICE OF SCIENCE & TECHNOLOGY
OD & DOD Meeting Request Form
Updated: 2.4.16

Please hand deliver a signed hard copy of this request to Jeanette Martin or send a signed electronic pdf copy of this request to Jeanette Martin and cc: Octavia Conerly.

1. Please schedule for:
   Office Director Southerland? [redacted]
   Deputy Office Director Lape? [ ]

2. Suggested title for the Subject line of the meeting: Update on Final Cadmium Aquatic Life Criteria Document

3. Purpose of the meeting: To provide an update on the Cadmium Aquatic Life Ambient Water Quality Criteria document, which is scheduled to go final at the end of March, with a focus on discussing the key comments and responses resulting from the 60 day public comment period and final Agency review. The presentation will also include discussion of ESA-related issues relevant to the Oregon Toxics lawsuit.

4. Division Director's Signature _____

Ex. 6 - Personal Privacy

5. Briefing Point of Contact (POC):
   Name: Mike Elias
   Phone number: 202-566-0120

6. Date staff will be prepared for the meeting: March 9, 2016

   Briefing must occur no later than: March 15, 2016

   Preferred length of meeting (choose one):
   30 minutes [ ]

   50 minutes [redacted]

7. Invitees:
   Mandatory: Betsy Behl, Colleen Flaherty, Kathryn Gallagher, Mike Elias, Erica Fleisig, Corey Buffo, Sarah Hisel-McCoy, Lee Schroer, Brandon Mullings, Glynis Hill, James R. Justice

   Optional (include OST's Special Assistant, *Octavia Conerly*): Octavia Conerly, Alexis Wade

8. Conference Line Information:
   CALL IN NUMBER: Ex. 6 - Personal Privacy CODE: Ex. 6 - Personal Privacy

(Please note that the meeting's POC is responsible for enabling the phone lines prior to the start of the meeting. If the OD's conference line information is used, the line will be opened for you.)

ADDITIONAL INSTRUCTIONS:
Briefing materials are due to Octavia by 3pm the day before the scheduled briefing. The briefing material will be attached to the meeting invite and available to all meeting invitees. NOTE: Copies of the briefing materials will not be provided by OST/IO; if copies are desired, the POC will be responsible.