



**2016 RCRA Summit and ASTSWMO Annual Meeting
October 2016
Washington, DC**

Annual Meeting Participation

ASTSWMO is pleased to invite State and Territorial (State) Hazardous Waste, Superfund, Brownfields, Tanks, Federal Facilities, and Materials Management managers, as well as EPA Headquarters and Regional staff, DoD officials, and other invited guests to the **October 27-28, 2016**, ASTSWMO Annual Meeting in Washington, DC. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests.

RCRA Summit Participation

ASTSWMO is also pleased to partner with The Horinko Group and ITRC for the 40th anniversary of the Resource Conservation and Recovery Act (RCRA) on **October 26, 2016**. The goal of this summit is to gather a community of experienced practitioners to exchange ideas and shape the debate about the future of this important program. RCRA's regulatory enforcement programs have accomplished a great deal over the past forty years. As U.S. EPA fashions its approach to RCRA 2040, the statute stands to achieve much more. Looking forward, real progress will be made through collaboration with States, local governments, industry, academia, and communities. Summit panelists and attendees will discuss how we can capture the accomplishments of the past and leverage these results into a new, innovative, and productive enterprise.

Annual Meeting Agenda

This year's Annual Meeting will feature the theme "Adapting to a Changing Environment." During the morning plenary session, speakers and the audience will discuss how to navigate the ever changing world of environmental regulation and the impact to State and Federal programs.

Program-specific public policy forums will be conducted with federal officials to discuss current and evolving issues of mutual interest and concern. **A draft agenda will be made available and will be updated as new information is received.**

2016 RCRA Summit and ASTSWMO Annual Meeting Registration - [REGISTRATION IS OPEN](#)

ASTSWMO is handling registration for the RCRA Summit and the Annual Meeting. RCRA Summit attendees may also register for the Annual Meeting, but, as previously noted, due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests.



RCRA Summit

There is a registration fee for the RCRA summit (\$85 for Industry and Trade Associations; \$35 for Government, Non-profits and Academia). Please note that if you are already funded for travel to the ASTSWMO Annual Meeting then you are welcome to fill out a special travel form in order to attend the RCRA Summit. **However, ASTSWMO will not reimburse you for an extra day's hotel accommodation or per diem if you decide to arrive a day early. ASTSWMO will also not reimburse for the RCRA Summit registration fee.**

ASTSWMO Annual Meeting

ASTSWMO is **NOT** charging a registration fee for the Annual Meeting and all attendees must register for the meeting. The last day to register with ASTSWMO is **Friday, September 30, 2016**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to September 30. There will be no on-site registration for the Annual Meeting. Click [here](#) to register!

UPDATE: Registration will be extended through Friday, October 7, 2016!

As you complete the registration form, we ask that you:

1. **please do not use all uppercase or all lowercase letters in typing your contact information (correct example – Dania Rodriguez); and**
2. **please use dash marks when entering your phone and fax numbers (i.e., 202-640-1066).**

Please Note: If you would like to amend your registration/ reception information, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or barbarah@astswmo.org).

Election of ASTSWMO Officers

At the Annual Meeting, the ASTSWMO membership elects a Vice-President and, every two years, a Secretary-Treasurer per the Association's bylaws. These officers are members of the ASTSWMO Executive Committee. The Annual Meeting is the venue for the State voting members to elect a candidate for either office. This year will feature a slate of candidates for Vice-President and Secretary-Treasurer.

If the State voting member is unable to attend the Annual Meeting, please be sure that a proxy has been designated to vote on behalf of your State. For more information, please contact Dania Rodriguez, ASTSWMO Executive Director (daniar@astswmo.org or 202-640-1061).



Reimbursement Opportunities

For the Annual Meeting only, ASTSWMO has funding available to reimburse a limited number of State Brownfields, Federal Facilities, Hazardous Waste, Materials Management, Superfund, and Tanks managers for their travel expenses, lodging, and meals on a first-come, first-serve basis. Unlike program meetings, we do not have reimbursement slots per State for the Annual Meeting. Within the first-come, first-serve funding, only one reimbursed attendee per State per funding source will be allowed, and ASTSWMO encourages State staff to predetermine which employees will travel with ASTSWMO funding. After the plenary sessions, reimbursed attendees are expected to attend the program breakout session(s) related to their funding source. For example, Brownfields-funded attendees are expected to attend the Brownfields session(s).

ASTSWMO will not be funding attendance to the RCRA Summit, nor reimbursing the Summit registration fee; extra night's hotel accommodation; or per diem. Please note that if you are being reimbursed by ASTSWMO AND want to attend the RCRA Summit then you MUST fill out a special travel form. This form must be completed if you are traveling before October 26th so that we may compare the cost of the tickets on your changed arrival day. Contact ASTSWMO Staff with any questions.

ASTSWMO's current travel and reimbursement policies and procedures are located in our [Travel and Reimbursement Policy](#). Please review these policies; they have changed recently and may be different from others you are used to using. For more information regarding ASTSWMO travel procedures and allowable expenses, please contact Barbara Hall (202-640-1066 or barbarah@astswmo.org).

ASTSWMO strongly suggests that attendees make their hotel reservations **in advance** of receiving out-of-State travel approval and/or funding confirmation from ASTSWMO to ensure room availability at the contracted rate. You can cancel your hotel reservations later, if necessary. **Additional night stay-overs must be pre-approved** by ASTSWMO prior to travel. **ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the meeting.** If you plan to travel earlier than October 26 (October 24 for the Board of Directors and October 25th for the Emerging Fuels Task Force) or return home later than October 28, you must submit a completed Special Travel Request form and the supporting documentation to Barbara Hall in the ASTSWMO office (fax: 202-331-3254 or email to barbarah@astswmo.org) prior to finalizing your travel plans.

If the meeting attendee travels outside of the approved travel dates and does not receive approval prior to their travel, then ASTSWMO reserves the right not to reimburse the traveler for their airfare or mileage.



The Special Travel Request forms are located on our website here: [Special Travel Policy and Form](#). Should you have any questions regarding special travel, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or barbarah@astswmo.org).

Also, please note: For those who will be reimbursed by ASTSWMO, please submit your reimbursement claim as soon as you return from the meeting. ASTSWMO's policy is that all reimbursements must be postmarked within 30 days of travel. Therefore, all Annual Meeting reimbursements must be submitted no later than Friday, December 2, 2016.

Special Note: Sponsorship Opportunities

ASTSWMO is offering sponsorship opportunities at the Annual Meeting. If you are interested in sponsoring a portion of the Annual Meeting, please review the [Sponsorship Policy](#) on our website and contact Dania Rodriguez, ASTSWMO Executive Director, at daniar@astswmo.org.

Hotel Accommodations and Rates

The ASTSWMO Annual Meeting will be held at the **Marriot Marquis, 901 Massachusetts Avenue NW, Washington, DC**. The hotel is located in downtown Washington, DC and is within walking distance to restaurants, shopping, galleries and more.

A block of sleeping rooms has been reserved at the government rate of \$231, plus 14.5% State and local taxes. Room reservations will be accepted through **Monday, October 3, 2016**; reservations made after that date will be subject to room and date availability. Attendees should contact the hotel at (202) 824-9200 and attendees **must specify the "ASTSWMO" reference when making reservations over the phone with the hotel.**

If you would like to make your reservation online please use the following link:

<https://resweb.passkey.com/go/ASTS1025>

Please note: The ASTSWMO hotel room block is reserved for those attending the Annual meeting. If you are attending both the Annual Meeting AND RCRA summit then you are welcome to use the room block.

All reservations must be accompanied by a first night's room deposit or guaranteed with a major credit card. Failure to cancel a guaranteed reservation will result in a charge of one night's room and tax applied to the credit card or forfeiture of the deposit. The deposit will be forfeited for all no-shows and for all reservations canceled within 24 hours prior to arrival. Hotel check-in is 3:00 PM and checkout is noon.



The federal per diem rate for Washington, DC is **\$69/day for meals and incidental costs**. However, note that ASTSWMO reimburses actual expenses, not a flat per diem, for these items. We require original receipts for expenses over \$75, which is typically airfare, hotel, airport parking, and, in some cases, the total cost of taxi/shuttle trips between the airport/train station and the hotel on arrival and departure days.

UPDATE: In the event that the hotel is sold out, there are several other hotels in walking distance to the Marriot Marquis. Please note that ASTSWMO cannot guarantee availability or government rates.

- Embassy Suites by Hilton Washington, DC Convention Center
 - 900 10th St NW, Washington, DC 20001, embassysuites1.hilton.com, (202) 739-2001
- Hilton Garden Inn
 - 815 14th St NW, Washington, DC 20005, hiltongardeninn3.hilton.com, (202) 783-7800
- Grand Hyatt Washington
 - 1000 H St NW, Washington, DC 20001, washingtondc.grand.hyatt.com, (202) 582-1234

Airports and Transportation

AIRPORTS

The closest and most convenient airport is *Ronald Reagan Washington National Airport (DCA)*, which is 5 miles from the hotel. *Washington Dulles International Airport (IAD)*, located in suburban Virginia, is about 27 miles from the hotel. The *Baltimore-Washington International Airport (BWI)* is located about 30 miles away near Baltimore, MD.

METRO

The Marriott Marquis Washington, DC is equidistant from two Metro Stations: Gallery Place-Chinatown and Mount Vernon Square. If you are taking the Metro to the hotel, then you can use the Yellow, Red, or Green Line Trains to access the stations. Please note that during the week of October 24, 2016, Metro will undergo track work on the Red Line. For more information on scheduled track maintenance and repair, please visit the WMATA's website to schedule your trip in light of Metro Surge work:

http://www.wmata.com/rider_tools/tripplanner/tripplanner_form_solo.cfm.

TAXIS/SHUTTLES

For comparative purposes, the minimum taxicab fares are about \$20-25 from National Airport, about \$50-60 from Dulles Airport, and approximately \$60-70 from BWI Airport to the hotel. ASTSWMO does not reimburse for rental cars. All airports are serviced by Super Shuttle service and other transportation modes, which are the most cost-effective options.



Go to www.metwashairports.com for more detailed ground transportation information.

Travel by Personal Auto

Members seeking reimbursement who wish to drive to the Annual Meeting may do so provided that the total roundtrip mileage is less than or equal to 500 miles and the total cost of driving does not exceed the cost of regular roundtrip airfare. If more than 500 miles, then members must obtain prior approval from ASTSWMO by completing the Special Travel Request form and Work Sheet B prior to travel as well as the supporting documentation (download this form from the ASTSWMO website at [Special Travel Policy and Form](#) or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of \$0.54 per mile, plus tolls. **Please Note:** ASTSWMO does not reimburse for on-road hotel and meal costs. If you travel by car, ASTSWMO will reimburse for the onsite hotel self-parking fee. If self-park is not available, ASTSWMO will reimburse the full cost of valet parking. **A receipt is required when the total cost of the parking exceeds \$75, regardless of the daily rate.**

Driving Directions

Please visit the hotel website for detailed driving instructions:

<http://www.marriott.com/hotels/maps/travel/wasco-marriott-marquis-washington-dc/>.

Green Meeting

ASTSWMO is committed to minimizing the environmental impact of this meeting through decreasing the amount of solid waste produced by the event and disposing of solid and liquid wastes generated at the event in an environmentally responsible manner. As such, ASTSWMO has evaluated how best to distribute information on the meeting prior to and following the event.

Please note that paper copies of presentations will not be provided at the meeting. Instead, we encourage all speakers to provide their presentations in electronic format for posting on the ASTSWMO website by **Wednesday October 19, 2016**, so that attendees can download and/or print their own copies in advance. We suggest that all attendees and speakers print any materials on recycled paper stock using both sides of the paper. Should you wish to distribute informational materials at the meeting, please bring only what is needed and take back with you everything that you don't hand out. The hotel will provide on-site recycling of paper, plastic, and glass at the meeting. All meeting presentations and handouts must be sent to Molly Lowney, ASTSWMO (mollyl@astswmo.org), by October 19, 2016.

Special Accommodations

Please contact Barbara Hall in the ASTSWMO office (barbarah@astswmo.org or 202-640-1066) with any special accommodation needs. You may also list them on the registration form, which has a text box in which to list ADA and other special needs.



Deadlines to Remember

UPDATED: Meeting Registration Deadline: Friday, October 7, 2016

Hotel Room Block Cut-off Deadline: Monday, October 3, 2016