

**ASTSWMO UST Compliance and Prevention Workshop - 2017**  
**May 23-25, 2017**  
**Hyatt Regency Louisville**  
**Louisville, Kentucky**

**WORKSHOP PARTICIPATION**

ASTSWMO is pleased to invite State and Territorial (State) Underground Storage Tank (UST) managers, U.S. EPA Headquarters and Regional staff, and other guests to the 2017 ASTSWMO UST Compliance and Prevention Workshop in Louisville, KY. The two-and-a-half-day Workshop will provide a forum for information sharing and interaction among all participants, and provide training and national policy updates for attendees. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests. Additional information on State member reimbursement and participation for this year's Workshop is provided below.

**MEETING AGENDA**

The Workshop will provide UST managers with important implementation skills to use in their respective State programs, with sessions focusing on many UST compliance and prevention topics. This includes trainings on leak detection, cathodic protection, and tank installation, and information and discussion sessions on sump water disposal, data collection and tracking, and State and Federal UST regulations and policies. A draft agenda is available on our website, [astswmo.org](http://astswmo.org), and will be updated as new information is received.

**WORKSHOP REGISTRATION**

ASTSWMO is not charging a registration fee for any Workshop attendee. However, all attendees must register for the Workshop by Monday, **May 1, 2017**. There will be no late or on-site registration for this Workshop. ASTSWMO will also close registration early if capacity is reached prior to May 1.

Please visit [https://www.regonline.com/2017USTWorkshop\\_1953184copy](https://www.regonline.com/2017USTWorkshop_1953184copy) for the online registration form. A confirmation of registration e-mail from RegOnline will be forwarded to you upon receipt of your completed registration form. As further indicated in the Reimbursement and Participation for States information that follows, ASTSWMO staff will send a separate e-mail to confirm ASTSWMO reimbursement if requested and approved.

**SPONSORSHIP OPPORTUNITIES**

ASTSWMO is offering sponsorship opportunities at the Workshop. If you are interested in sponsoring a portion of the Workshop, please contact Dania Rodriguez, ASTSWMO Executive Director, at [daniar@astswmo.org](mailto:daniar@astswmo.org).

For more details on Sponsorship, please read our Sponsorship Policy at:  
[http://www.astswmo.org/Files/Who\\_We\\_Are/ASTSWMO\\_Sponsorship\\_Policy.pdf](http://www.astswmo.org/Files/Who_We_Are/ASTSWMO_Sponsorship_Policy.pdf)

## REIMBURSEMENT AND PARTICIPATION FOR STATES

Due to hotel space limitations, ASTSWMO will limit each State to no more than two (2) members at the start of registration. Additional State members who register will be waitlisted and ASTSWMO staff will provide updates of their waitlisted status beginning in April.

ASTSWMO has funding available to **reimburse two (2) State UST program manager per State** for this year's Workshop. We request that each State predetermine which staff will travel with ASTSWMO funding prior to registering for the Workshop. Reimbursement includes air and ground transportation costs, hotel room expenses up to three nights (May 22, 23, and 24, 2017) at the government rate of \$134 per night plus taxes, and meals and incidentals at actual costs up to the federal per diem of \$59 for Louisville, KY.

In order to receive funding, you must be pre-registered with ASTSWMO and funding must be approved by ASTSWMO prior to travel. **If you request reimbursement during the registration process, a separate confirmation e-mail approving reimbursement will be sent by ASTSWMO staff. Do not make travel arrangements until your reimbursement request is approved.**

Reimbursement materials will be e-mailed one (1) week prior to the Workshop to all those qualifying for ASTSWMO funding. ASTSWMO's policy is that all reimbursement forms and materials must be submitted to ASTSWMO within 30 days of travel. For those receiving reimbursement, forms and materials must be postmarked or received via email no later than, **June 26, 2017**, or ASTSWMO will not reimburse your travel.

If you have any questions about reimbursement and State participation, contact Charles Reyes directly at (202) 640-1063 or [charlesr@astswmo.org](mailto:charlesr@astswmo.org).

## TRAVEL POLICIES & SPECIAL TRAVEL REQUESTS

ASTSWMO's current travel and reimbursement policies and procedures are located on our website's Travel and Reimbursement page: [http://astswmo.org/files/policies/ASTSWMO\\_Travel\\_Policy\\_%202-2-16.pdf](http://astswmo.org/files/policies/ASTSWMO_Travel_Policy_%202-2-16.pdf). Please review these policies; they have changed recently and may be different from others you are used to using.

The official travel dates for the Workshop are arrival on May 22, 2017, and departure on May 25, 2017. Additional night stay-overs must be pre-approved by ASTSWMO prior to travel. If you plan to travel earlier than May 22, or return home later than May 25, you must submit a completed Special Travel Request and supporting documentation to Barbara Hall at [barbarah@astswmo.org](mailto:barbarah@astswmo.org) prior to finalizing your travel plans. If approved, ASTSWMO does not reimburse travelers for hotel or meal expenses associated with additional stay-over days before or after the Workshop. The Special Travel forms are located on the ASTSWMO website at: <http://astswmo.org/files/policies/Updated%20Special%20Travel%20Form%205-16.pdf>.

**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.**

For more information regarding ASTSWMO travel procedures and allowable expenses, please contact Barbara Hall (202-640-1066 or [barbarah@astswmo.org](mailto:barbarah@astswmo.org)).

## HOTEL ACCOMMODATIONS AND RATES

The 2017 UST Compliance and Prevention Workshop will be held at the Hyatt Regency Louisville Hotel, located in downtown Louisville, KY. ASTSWMO has reserved a block of sleeping rooms at the government rate of \$134 for single and double occupancy, plus State and local taxes (16.07%). Room reservations will be accepted through **May 1, 2017**. Reservations made after that date will be subject to room and date availability.

To make your hotel reservations:

- **Web:** <https://aws.passkey.com/go/ASTSWMO2017KY>

**OR:**

- **Dial: 888-421-1442**
- Request "Association of State and Territorial Solid Waste Mgmt Officials" or "ASTSWMO" (Group) and "Tanks UST Workshop" (Event) for \$134 rate.

All reservations must be accompanied by a major credit card number to guarantee reservation. Reservations must be cancelled prior to 4:00 PM Eastern time the day prior to arrival to avoid a one night's room and tax penalty.

Sleeping rooms include complimentary wireless internet access. For other questions about the hotel, you may contact them directly at:

Hyatt Regency Louisville  
311 South 4<sup>th</sup> Street, Louisville, KY 40202  
(502) 581-1234

<https://louisville.regency.hyatt.com/en/hotel/home.html>

## AIR AND GROUND TRANSPORTATION

### Airport

The closest airport is Louisville International Airport, which is approximately 8 miles from the Hyatt Regency: <http://www.flylouisville.com/>. The airport is served by Allegiant, American, Delta, Southwest, United, and regional airlines.

### Taxis/Shuttles

For ground transportation options to/from the airport, visit:

<https://louisville.regency.hyatt.com/en/hotel/our-hotel/transportation.html> and

<http://www.flylouisville.com/current-parking-rates-and-transportation/>

The average cost of taxi and shuttle fare to/from the airport is \$20 each way.

### Travel by Personal Auto

For guests planning to drive to Louisville, directions are available on the hotel website at:

<https://louisville.regency.hyatt.com/en/hotel/our-hotel/map-and-directions.html>.

Members seeking reimbursement who wish to drive to the Workshop may do so without ASTSWMO pre-approval provided that the total roundtrip mileage is less than or equal to 500 miles. If roundtrip mileage is greater 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.

The form is provided in our Special Travel Forms here:

<http://astswmo.org/files/policies/Updated%20Special%20Travel%20Form%205-5-16.pdf>.

Send completed requests to Barbara Hall at [barbarah@astswmo.org](mailto:barbarah@astswmo.org).

ASTSWMO will reimburse for self-parking (not valet) for overnight guests, which is \$13/day with in and out privileges. For Day Visitors, a self-parking garage is available in the attached Commonwealth Garage on Jefferson Street (between 3<sup>rd</sup> & 4<sup>th</sup> Streets) for hourly rates between \$2 and \$10/day.

### **GREEN WORKSHOP**

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 prior to the event so that attendees can download and/or print their own copies in advance if they choose. 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 do not hand out.

The hotel also provides on-site recycling and utilizes many programs to reduce energy and water consumption throughout the hotel, in guestrooms, and in public areas.

### **SPECIAL ACCOMMODATIONS**

If you will require any special accommodations for disabilities, special assistance, dietary restrictions/needs, or other services, please request them when making your Workshop registration and/or hotel reservations.

### **DEADLINES TO REMEMBER**

- **May 1, 2017:** Meeting Registration and Hotel Room Block Deadline
- **June 26, 2017:** Reimbursement Deadline

### **QUESTIONS?**

Questions about any aspect of the Workshop can be directed to Charles Reyes in the ASTSWMO office at 202-640-1063 or [charlesr@astswmo.org](mailto:charlesr@astswmo.org).