

**ASTSWMO Mid-Year Meeting  
“Succession and Long-Term Planning”  
April 27-28, 2016**



**William Penn Omni Hotel  
Pittsburgh, PA**

**Mid-Year Meeting Participation**

ASTSWMO is pleased to invite State and Territorial (State) Hazardous Waste, Superfund, Brownfields, Tanks (LUST & State Fund-FR), Federal Facilities, and Materials Management managers, as well as EPA Headquarters and Regional staff, DOD officials, and other invited guests to the April 27-28, 2016, ASTSWMO Mid-Year Meeting in Pittsburgh, PA. Due to limitations on hotel meeting space capacity and accommodations availability, priority attendance will be given to our members, federal officials, and invited guests.

**Meeting Agenda**

As an organization with over 40 years of experience, ASTSWMO will feature the theme “Succession and Long Term Planning.” Speakers at this year’s Mid-Year Meeting will discuss the wave of retirements and safeguarding institutional knowledge of waste management and environmental cleanup programs as well as policy during succession planning.

A detailed agenda will be available on our website, [astswmo.org](http://astswmo.org), and will be updated as new information is received.

## Meeting Registration

ASTSWMO is **NOT** charging a registration fee for the Mid-Year Meeting. All attendees must register for the meeting. The last day to register with ASTSWMO is **Friday, March 25, 2016**. ASTSWMO also reserves the right to close registration early if capacity is reached prior to March 25. There will be no on-site registration for the Mid-Year Meeting.

Please [click here](#) for the online registration form. A confirmation of registration e-mail will be forwarded to you upon receipt of your completed registration form.

**Please note that confirmation of reimbursement will be sent separately by ASTSWMO staff. Please do not make any travel arrangements before you receive the reimbursement confirmation from ASTSWMO staff.**

If you need additional assistance regarding registration, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or [barbarah@astswmo.org](mailto:barbarah@astswmo.org)).

**If you are attending the Tanks—LUST & State Fund-FR Workshop then you must register separately.**

## Sponsorship Opportunities

ASTSWMO is offering sponsorship opportunities at the Mid-Year Meeting. If you are interested in sponsoring a portion of the Mid-Year Meeting, 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](#).

## Reimbursement Opportunities

ASTSWMO has funding available to reimburse a limited number of State Brownfields, Federal Facilities, Hazardous Waste, Materials Management, Superfund, and Tanks (LUST and State Funds-FR) 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 Mid-Year 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's current travel and reimbursement policies and procedures are located on our website's [Membership Policy's page](#). 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](mailto: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. If necessary, you can cancel your hotel reservations up to 48 hours prior to check-in without penalty. **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 April 26 (April 25 for the Board of Directors and Sediments Focus Group members) or return home later than April 28 (Tanks—Lust & State Fund-FR Workshop attendees should return home no later than April 29<sup>th</sup> without prior approval), 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](mailto: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's [Membership Policy's page](#). Should you have any questions regarding reimbursement or special travel, please contact Barbara Hall in the ASTSWMO office (202-640-1066 or [barbarah@astswmo.org](mailto: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 Mid-Year Meeting reimbursements must be postmarked no later than **Wednesday, June 1, 2016.****

#### **Hotel Accommodations and Rates**

The 2016 ASTSWMO Mid-Year Meeting will be held at the **William Penn Omni Hotel**. The hotel is located in Pittsburgh, PA and is a short distance from restaurants, shopping, sites, and more.

#### **William Penn Omni Hotel**

530 William Penn Place

Pittsburgh, PA 15219

[\(412\) 281-7100](tel:(412)281-7100)

**ASTSWMO has reserved a block of sleeping rooms at the government rate of \$130, plus 14% State and local taxes (\$148.20). Room reservations will be accepted through **Friday, April 1, 2016**; reservations made after that date will be subject to room and date availability. Attendees should contact William Penn Omni Hotel Reservations, and **must****

specify that their reservation is with the “Association of State and Territorial Solid Waste Management Officials Mid-Year Meeting” when making reservations over the phone with the hotel.

**To book your room at the William Penn Omni:**

Dial: 1-800-THE-OMNI

Group code: **Association of State and Territorial Solid Waste Management Officials Mid-Year Meeting**

**OR**

For online bookings, please visit the hotel’s [website](#).

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 48 hours prior to arrival. Hotel check-in is 3:00 PM and checkout is 12:00PM. Please visit the hotel website for more information about their [cancellation policies](#). Each guest’s room also includes complimentary Wi-Fi.

The federal per diem rate for Pittsburgh, PA is **\$54/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, and airport parking.**

**Airports and Transportation**

**Airports**

The closest and most convenient airport is [Pittsburgh International Airport \(PIT\)](#), located about 20-25 minutes from the hotel.

**Taxis/Shuttles**

For comparative purposes, the minimum taxicab fares are about \$45 from the Pittsburgh International Airport (PIT) to the hotel. ASTSWMO does not reimburse for rental cars. All airports are serviced by Super Shuttle service and other group transportation modes, which are the most cost-effective options. Go to [Pittsburgh International Airport’s website](#) for more detailed ground transportation information. If possible, please share a cab with fellow attendees.

**Hotel Shuttle to/from Pittsburgh International Airport (PIT) Airport:**

There is no hotel shuttle offered at this time.

### **Travel by Personal Auto**

Members seeking reimbursement who wish to drive to the Mid-Year Meeting may do so without ASTSWMO pre-approval 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's Travel and Reimbursement page or call the ASTSWMO office to obtain these forms). Costs are calculated at the current federal mileage rate of \$0.575 per mile, plus tolls. Please submit a completed Special Travel Request form and the supporting documentation to Barbara Hall in the ASTWMO office (fax: 202-331-3254 or email to [barbarah@astswmo.org](mailto:barbarah@astswmo.org)) prior to finalizing your travel plans. **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.**

### **Special Accommodations**

Please contact Barbara Hall in the ASTSWMO office ([barbarah@astswmo.org](mailto: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.

### **ASTSWMO Gives Back**

In April of 2015, ASTSWMO began an initiative to support local community development projects and organizations in the cities in which we hold our meetings. Since ASTSWMO began accepting donations, we have raised more than \$2,000.00 for various charities.

The chosen charity for the 2016 ASTSWMO Mid-Year Meeting will be Sister Friend, an organization that sustains feminine health by providing homelessness and underprivileged women and girls with feminine care products. Donations will be accepted at the ASTSWMO Meeting Registration table throughout the meeting. Please visit: <http://www.sisterfriend.org/> to learn more!

### **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 **Monday, April 18, 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](mailto:mollyl@astswmo.org)) by April 18, 2016.

#### **DEADLINES TO REMEMBER**

Meeting Registration Deadline: **Friday, March 25, 2016**  
Hotel Room Block Cut-off Date: **Friday, April 1, 2016**  
Presentation Materials Due: **Monday, April 18, 2016**  
Reimbursement Deadline: **Wednesday, June 1, 2016**

**SuperShuttle.**  
Need a lift?

**ExecuCar**



## 2016 ASTSWMO Mid-Year Conference

To & From Pittsburgh International Airport and the  
**Omni William Penn Hotel**

**Discount Valid Between: April 23 – April 30, 2016**

**BOOK ONLINE USING YOUR EXCLUSIVE  
DISCOUNT CODE: FCPF6**  
**Save \$4.00 off round trip SuperShuttle**  
**or**  
**\$6.00 off round trip ExecuCar Private Sedan**

To book either service, go to: [www.supershuttle.com](http://www.supershuttle.com) and enter your discount code  
Or use this landing page where the code is pre-loaded:  
<http://www.supershuttle.com/default.aspx?GC=FCPF6>

***Discount valid online only / Gratuity not included***

**NOTE:** A \$2.00 BOOKING FEE will apply to phone reservations that are booked by a reservation agent.

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