



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY  
2565 PLYMOUTH ROAD  
ANN ARBOR, MICHIGAN 48105-2498

OFFICE OF  
AIR AND RADIATION

January 21, 2009

John McKnight  
Director Environmental & Safety Compliance  
National Marine Manufacturers Association  
444 North Capitol St. NW Suite 645  
Washington DC 20001

Dear Mr. McKnight

This letter invites you and your members to join EPA staff on Wednesday, February 18 and Thursday, February 19 to discuss implementation issues related to EPA's recently finalized rulemaking that impacts small engines, evaporative emissions and boat builders.

The Wednesday session will be devoted to engine manufacturer issues and the Thursday session will be devoted to component manufacturer issues. The meetings will be held at the EPA offices in Ann Arbor, Michigan, and will begin at 9:30pm each day and we will break for lunch. We have also set up a call-in number and webcast for those who may not be able to attend in person. Directions and information for tying in via conference phone and webcast are enclosed. A map to the facility can be found at: <http://www.epa.gov/otaq/consumer/nvfemap.htm>. The sessions will be held in the office building on Traverwood Drive and anyone attending will have to go through security as they enter the building.

If you have any questions, please do not hesitate to contact me at 734-214-4288 or [pugliese.holly@epa.gov](mailto:pugliese.holly@epa.gov).

Sincerely,

A handwritten signature in cursive script that reads "Holly Pugliese".

Holly Pugliese, Team Leader  
SI Implementation Team  
Compliance and Innovative Strategies Division

Enclosures

## **Call Information**

**Conference Call Dial-In Number : 866-299-3188 (125 Lines Available)**

**Access Code Number: 7342144288**

- At the specified time, dial the Conference Dial-In Number.
- When prompted, enter the Conference Access Code followed by #.

Helpful Keypad Commands:

\*6 - to mute your phone

#6 - to unmute your phone

### ***How to Access the Conference Call Dial-In Number***

Starting a Conference call is quick and easy. Just follow these steps:

- 1.** Give your participants the date and time of the call, the Dial-In Number and your Conference Code.
- 2.** At the specified time, dial your Conference Dial-In Number.
- 3.** When prompted, enter your Conference Code followed by #.
- 4.** When prompted, press \* to identify yourself as the call leader, then enter your Leader PIN followed by #.
- 5.** Press 1 to begin your conference

**Participants join the conference by following steps 2 and 3 above.**

### **Helpful Reservationless-Plus Keypad Commands:**

\*0 Operator Assistance – conference

00 Operator Assistance - individual

\*1 Dial-out to a participant - Leader only

\*2 Begin/End Conference Record - Leader only

\*3 Change Entry/Exit method (Recorded Names, Tones, Silence) - Leader only

\*4 Private Roll Call – Leader only

\*5 / #5 Mute/Unmute - group (all lines except Leader's) - Leader only

\*6 / #6 Mute/Unmute - individual

\*7 / #7 Lock/Unlock conference (including Operator) - Leader only

\*8 Allow/Disallow Conference Continuation - Leader only

\*# Participant Count - Leader only

\*\* List available keypad commands - Leader only

## **Webinar Information**

Webinar Service: [www.gotomeeting.com](http://www.gotomeeting.com) (1-800-263-6317)

Meeting Name: CISD Industry Meeting

Meeting Date: Wednesday, November 19, 2008

Meeting Start Time: 10 A.M. EDT

## **Registering for the Webinar**

For the **Wednesday, February 18 meeting**, register for the Webinar at:

<https://www1.gotomeeting.com/register/525552407>

For the **Thursday, February 19 meeting**, register for the Webinar at:

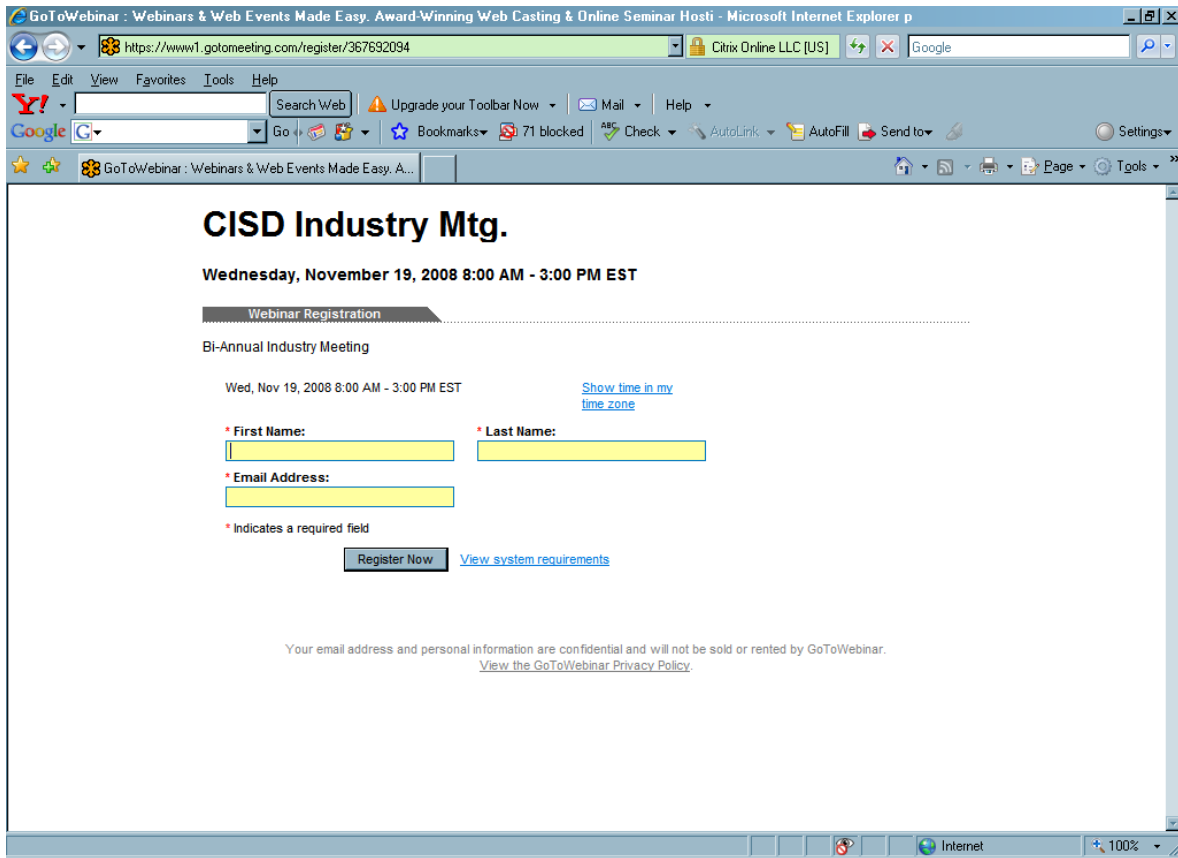
<https://www1.gotomeeting.com/register/365339614>

After registering you will receive a confirmation email containing information about joining the Webinar.

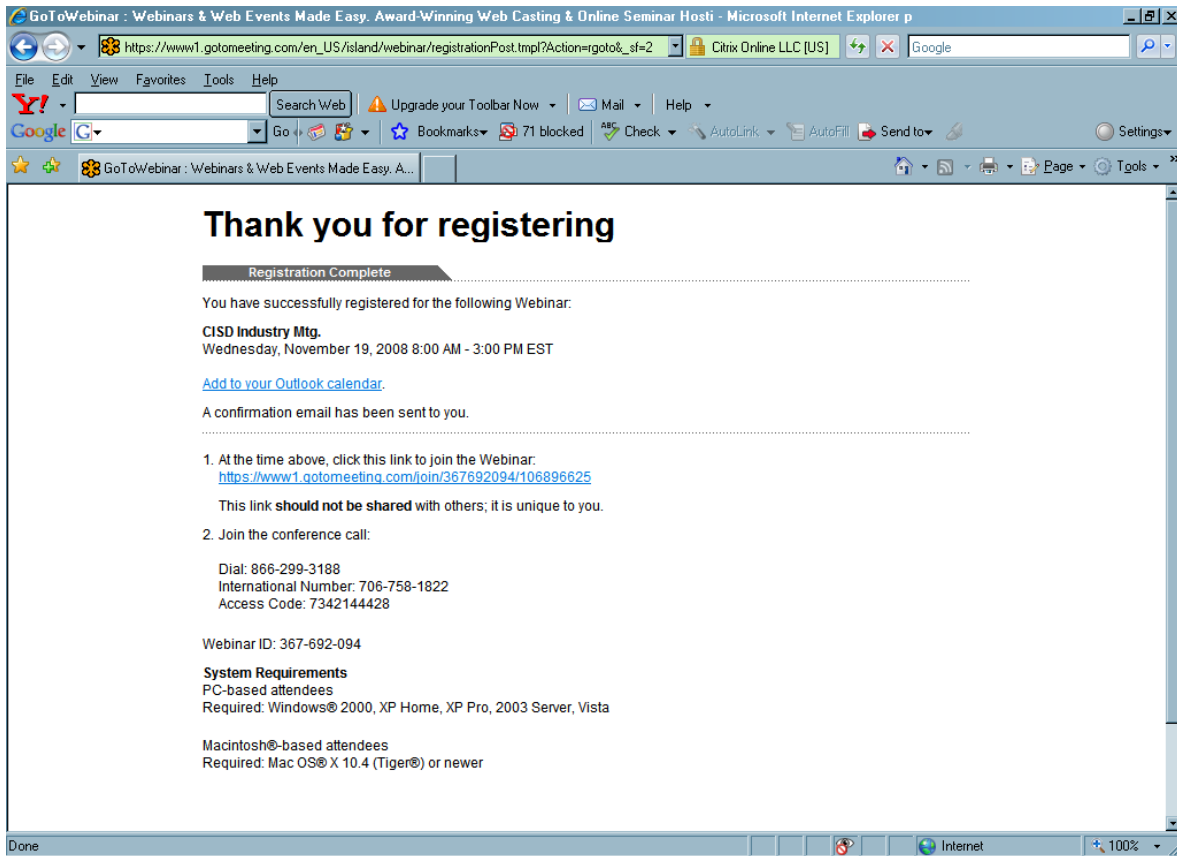
If you experience difficulties with the website link provided above, please go to [www.gotomeeting.com](http://www.gotomeeting.com), click “join a meeting,” and enter the meeting Webinar ID number: 367-692-094

Within 24 hours of the scheduled start time of the meeting, please follow the directions below to register to join the meeting.

1) Click on the following link: <https://www1.gotomeeting.com/register/714147085> which will bring you to the screen below. You may also copy and paste, or type this link into your Web browser. Click on the “Register Now” button.



2) You will then see the screen below indicating that you have successfully registered for the Webinar. Click on the link provided on this screen which will connect you to the meeting. You may also copy and paste, or type this link into your Web browser. You will also receive a confirmation e-mail that contains this information as well.



### ***Logging on to Webinar***

This meeting uses web conferencing software. To enter the meeting, click on the meeting website address listed above. Upon entering the meeting, you will be prompted to enter your contact information, which is used for tracking meeting attendance. Note that if you have not used Webinar before you will likely be prompted to download a client that will allow Webinar to run on your computer.

You will not be allowed to join the meeting until the EPA meeting organizer officially starts the web conference. If you attempt to join early, a screen will pop up letting you know that the system is “waiting for the meeting organizer.” Please leave this window open until the meeting is started.

If you experience difficulties with the website link provided above, please go to [www.gotomeeting.com](http://www.gotomeeting.com), click “join a meeting,” and enter the meeting ID number listed above when prompted.

After you have entered the online portion of the meeting, please dial into the telephone conference portion using the conference line number and access code listed above.

### ***Technical Assistance and Troubleshooting***

If you need technical assistance before or during the meeting or experience problems entering the web portion of your meeting, please call the Webinar helpline at 800-263-6317 (toll free) or 1-888-259-8414 or at [gotomeetingcare@citrixonline.com](mailto:gotomeetingcare@citrixonline.com). In addition, an attendee quick reference guide is available at:

[https://www2.gotowebinar.com/en\\_US/webinar/pre/support.tmpl](https://www2.gotowebinar.com/en_US/webinar/pre/support.tmpl)