



Missouri Department of dnr.mo.gov

**NATURAL RESOURCES**

Eric R. Greitens, Governor

Carol S. Comer, Director

## MEMORANDUM

DATE: December 19, 2017

TO: All Vendors and Evaluators of Leak Detection Equipment

FROM: Heather Peters, Chair  
National Work Group on Leak Detection Evaluations (NWGLDE)

RE: Next Meeting of the NWGLDE  
Sheraton Raleigh Hotel  
421 South Salisbury Street  
Raleigh, North Carolina 27601  
April 12, 2018

The NWGLDE would like to invite all vendors and evaluators of leak detection equipment to attend the open portion of our next meeting. The open portion of the meeting will be held on Thursday morning, April 12, 2018, from 8 a.m. until noon. Vendors and evaluators may attend the meeting and/or may wish to make a presentation to the NWGLDE at the meeting on a subject that is related to the Work Group's mission (which can be found at [www.nwglde.org](http://www.nwglde.org)).

In order to accommodate as many presentation requests as possible, the Work Group makes five 30-minute time slots available. These time slots allow 20 minutes for the presentation and 10 minutes for questions, comments, and discussion concerning the presentation. The last 30 minutes of the meeting are made available for general discussion of subjects related to the Work Group's mission (not specific evaluations or listings).

Vendors and evaluators who wish to make a presentation must first obtain approval from the Work Group. The vendor or evaluator should e-mail the following information concerning the presentation to me at [heather.peters@dnr.mo.gov](mailto:heather.peters@dnr.mo.gov).

1. The subject of the discussion,
2. An outline of the main topics, and
3. An explanation of why it is important for this information to be presented to the work group.



Memorandum  
Page Two

**Only information sent by e-mail will be accepted.** Since there may be more requests for presentations than time will allow, requests will be considered on a first-come, first-serve basis. **ALL REQUESTS NEED TO BE RECEIVED AT LEAST TWO WEEKS PRIOR TO THE MEETING OR THE REQUEST MAY NOT BE CONSIDERED.** Once there are five approved presentations scheduled for this meeting, other presentations will be put on a waiting list in case a cancellation occurs prior to the meeting.

After a presentation is approved by the Work Group, it will be assigned a time slot and the vendor or evaluator will be notified of the presentation schedule. Please be aware that this portion of the NWGLDE meeting will be open to anyone wishing to attend and therefore other vendors, evaluators, regulators, etc., will be present in the meeting room during these presentations.

In the rare case that there are no vendor/evaluator presentation requests two weeks prior to the meeting, the open portion of the meeting will be cancelled. A notice of cancellation will be placed on the NWGLDE website, and those who regularly attend the open portion of NWLGDE meetings will be notified by e-mail approximately two weeks before the meeting.

If you are interested in attending this meeting or if you have any questions about the meeting, please contact me at (573) 751-7877, or at [heather.peters@dnr.mo.gov](mailto:heather.peters@dnr.mo.gov).

The meeting will be held at the location shown in the reference line above. For reservations, call (888) 627-8319.

The hotel is approximately 15 miles from the airport. To travel to and from the Raleigh/Durham Airport, you can take a shuttle by calling SkyShuttle at (919) 599-8100 (\$25.50 one-way) or on-line: <http://www.skyshuttle.net/>. You may use a taxi (approximately \$50 each way), or Uber. For those driving or renting a car, the parking fee is \$18 per day.

An agenda for the entire meeting is posted on our web site at [www.nwglde.org/news\\_and\\_events.html](http://www.nwglde.org/news_and_events.html). It will be updated as needed prior to the meeting.

HP:cah