

To: From:

Date:

# MEMORANDUM

All Vendors and Evaluators of Leak Detection Equipment

Don Taylor, Chair of National Work Group on Leak Detection Evaluations (NWGLDE)

March 11, 2024

# Subject: Next Meeting of the NWGLDE

Historic Plains Hotel 1600 Central Avenue Cheyenne, Wyoming **April 17-19, 2024**

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 18th at the Laramie County Public Library (Cottonwood Room) from 8:00 a.m. to 12:00 p.m. The Laramie County Public Library is located within walking distance at 2200 Pioneer Avenue, Cheyenne, WY. 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.neiwpcc.org/nwglde.

In order to accommodate as many presentation requests as possible, the Work Group makes four 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 [Don.Taylor@tn.gov.](mailto:Don.Taylor@tn.gov)

1. The subject of the discussion,

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

**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 ONE WEEK PRIOR TO THE MEETING (April 10, 2024) OR THE REQUEST MAY NOT BE CONSIDERED.** Once there are four 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.

Hotel accommodations can be made by contacting the Historic Plains Hotel in Cheyenne Wyoming at (307) 638-3311 or <https://www.plainshotel.com/reservations>.

If you are interested in attending this meeting or if you have any questions about the meeting, please contact me at (423) 309-1599 or at [Don.Taylor@tn.gov.](mailto:Don.Taylor@tn.gov)

An agenda for the entire meeting is posted on our web site and will be updated as need prior to the meeting: [www.neiwpcc.org/nwglde/whats-new-upcoming-events/.](http://www.neiwpcc.org/nwglde/whats-new-upcoming-events/.)

2024 nwglde svi

Division of Underground Storage Tanks • 312 Rosa L. Parks Ave. • 12th Floor• Nashville, TN 37423 Tel: 423-309-1599 • Fax: 423-854-5401 • [https://www.tn.gov/environment](http://www.tn.gov/environment)