

**Department of Homeland Security (DHS)
Transportation Security Laboratory (TSL)
Certification Test Support Services
Instructions for
Industry Day Participants**

Restrictions: Participation is restricted to US Citizens with a maximum delegation of two representatives per company. The Government may restrict participation to a smaller delegation if attendance demands exceed TSL capacity. There will be no exchange of classified information at Industry Day and no security clearance will be required. Participants will be required to sign a non-disclosure agreement (NDA) upon arrival at the TSL.

Registration: All participating companies must complete and submit the registration form (Attachment 4) by **5:00 P.M. Eastern Time (ET) on Thursday, January 26, 2023.** Submit registration forms to TSL.CTSS2@st.dhs.gov, Contract Specialist Aleyson Huesgen (aleyson.huesgen@hq.dhs.gov), and Contracting Officer Donna Wright (donna.wright@hq.dhs.gov).

Visitor Directions: Directions to the William J. Hughes Technical Center (WJHTC) are provided in a separate attachment (Attachment 5). All visitors **MUST** stop at the WJHTC Security Operations Center (SOC).

Please have a Government issued photo ID. You will be advised on how to proceed to the Transportation Security Laboratory (TSL) Building #315.

Dress Code: Business Casual.

Valuables: There will be unsecured areas where you may leave personal items, but TSL cannot store or take responsibility for valuables.

Visitor Assistance: If you need additional information to prepare for your visit, please send an email to TSL.CTSS2@st.dhs.gov, [Contract Specialist Aleyson Huesgen](mailto:Contract%20Specialist%20Aleyson%20Huesgen@hq.dhs.gov) (aleyson.huesgen@hq.dhs.gov), and [Contracting Officer Donna Wright](mailto:Contracting%20Officer%20Donna%20Wright@hq.dhs.gov) (donna.wright@hq.dhs.gov). **Questions about the solicitation will not be answered in advance of Industry Day.**

Registration Cancellation: If after submitting your registration for the TSL Industry Day, you or the other representative are unable to attend, or you need to change representative please email TSL.CTSS2@st.dhs.gov, Contract Specialist Aleyson Huesgen (aleyson.huesgen@hq.dhs.gov), and Contracting Officer Donna Wright (donna.wright@hq.dhs.gov).