



# TREATMENT PLANT TOUR REQUEST FORM School/Professional Group

Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Group/School: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Fax (if applicable): \_\_\_\_\_

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
# Adults      # Children over age 9      Group Total      Grade Level (for school group tours)

We offer school and professional group tours at the **Southeast Treatment Plant** on **Mondays, Wednesdays, and Fridays, starting at 10am or 1pm**. In some cases, we may be able to accommodate groups outside of these hours. Tours last approximately 2 hours.

- We can accommodate up to 35 people in each tour group.
- Tour participants must be at least 9 years old or in 4th grade to tour the plant.
- Participants over 18 years of age (including teachers and chaperones) must present a current photo ID.
- *For school grades 4-7, we require chaperones at a 1:5 ratio. For grades 8 and up, we require chaperones at a 1:8 ratio.*

**Requested Date (Mon, Wed, or Fri):**

**Requested Time Slot (10am or 1pm):**

1<sup>st</sup> Choice: \_\_\_\_\_

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Please tell us if you have any special interests or focus areas for your tour. For school tours, let us know if your class has any particular topics of interest (e.g., careers, water cycle, chemistry):

---

---

If your group plans to take public transportation, we will send a confirmation email with directions and MUNI bus lines serving our plant, upon receipt of your completed form.

**Please submit Tour Request Form and Tour Guidelines to:**

**Email:** [wptours@sfwater.org](mailto:wptours@sfwater.org)

**Fax:** 415-695-7377

**Mail:** Southeast Plant Tours, 3801 Third Street, Suite 600, San Francisco, CA 94124

**Phone:** 415-695-7375



# TREATMENT PLANT TOUR GUIDELINES

- **DRESS CODE - No shorts, short skirts, flip-flops, sandals or open-toed shoes.**  
Long pants and closed toed shoes are required. *If you are not wearing the appropriate attire you may be prohibited from taking the tour.*
- All visitors must be at least 9 years old or in the 4<sup>th</sup> grade.
- Never touch any switches, buttons or equipment. Watch your step!
- Keep your hard hat on at all times. You will be issued one for the tour.
- Always follow the directions of the tour guides.
- Feel free to take pictures, but stay with the group to avoid being left behind!
- Be mindful of the people working throughout the plant. Treatment plants are in operation 24 hours per day.
- Please wash your hands thoroughly at the conclusion of the tour.

Thank you for your cooperation!

**I agree to follow the above guidelines.**

\*\*\*\*\*

*For SFPUC staff use:*

Date & Time Request Received: \_\_\_\_\_

Tour Status:  Confirmed  Cancelled

Confirmed Tour Date & Time: \_\_\_\_\_

Comments: \_\_\_\_\_

Confirmation sent on: \_\_\_\_\_

Phone     Mail     Fax     Email

**TREATMENT PLANT TOUR ATTENDEE LIST** (Please list everyone in your group. Use additional pages if necessary.)

- All participants over 18 years of age must bring a valid Passport, Driver's License or State/County issued ID card the day of the tour.

**(Please print clearly)**

	<b>Name</b>	<b>City, State, Zip</b>	<b>Email</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			