



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

- We can accommodate up to 30 people in each tour group.
- Tour participants must be at least 9 years old or in 4th grade.
- Participants over 18 years of age (including teachers and chaperones) must present a current photo ID.
- *For school grades 4-7, we require one chaperone per 5 students. For grades 8 and up, we require one chaperone per 8 students.*

**Requested Date (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 your group has any particular topic areas of interest (e.g., careers, water cycle, chemistry):

\_\_\_\_\_

\_\_\_\_\_

**FREE BUS TRANSPORTATION (San Francisco School Groups Only):**

YES! My class would like free bus transportation to and from the tour, paid by SFPUC.

If you checked yes, please complete the tour bus requisition form on our website and fax the completed form to the **SFUSD office** at **415-695-5759**. After submitting the form, we recommend that you call **415-695-5600** to confirm receipt, as bus reservations fill up quickly. Please also remember you are responsible for coordinating pick-up/drop-off times and logistics with SFUSD.

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