



# TREATMENT PLANT TOUR REQUEST FORM School/Professional Group

(Fillable PDF Form)

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 11 years old or in 6th grade.
- Participants over 18 years of age (including teachers and chaperones) must present a current photo ID.
- *For school grades 6-7, we require one chaperone per 5 students. For grades 8 and up, we require one chaperone per 8 students.*

**Note: School/Group tours are offered April through October. Please submit the Tour Request Form up to three months to two weeks in advance (i.e. if you request a tour for April, please send us the tour request form no earlier than January.)**

**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, etc.):

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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.**

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*For SFPUC staff use:*

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

Tour Status:  Confirmed  Cancelled

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

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

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

Phone     Mail     Fax     Email