



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 tours are offered March through October.

Requested Date (Wed or Fri):

Requested Time Slot (10am or 1pm):

1st Choice: _____

1st Choice: _____

2nd Choice: _____

2nd Choice: _____

Please tell us if your group has any particular topic areas of interest (e.g., careers, water cycle, chemistry, etc.):

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

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 4th 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