

FAX TRANSMITTAL

Date: _____

Total Pages: 4

RE: Resident Tour Request

To: WTP Tour Coordinator

Email: wptours@sfgwater.org

FAX Number: 415-554-3282

Voice Number: 415-695-7375

From: _____

Fax Number: _____

Voice Number: _____

INSTRUCTIONS

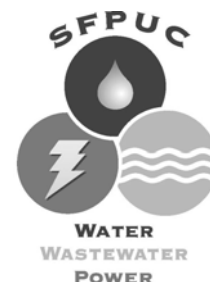
Dear San Francisco Resident:

Thank you for your interest in touring the San Francisco Public Utilities Commission Water Pollution Control Plant.

Please note that tours are only available to San Francisco residents.

1. Please read the Tour Policy and initial that you have read each on each line provided.
2. Complete the Tour Request Form
 - a. Include the names & addresses of everyone in your group
 - b. Don't forget to select a date that you want to tour.
 - c. PLEASE PRINT CLEARLY & LEGIBLY
3. Return the completed:
 - a. Tour Policy,
 - b. Tour Request form (include list of names), and
 - c. Photocopy of valid ID or Passport.
4. You will receive a tour confirmation after all completed paperwork has been received.

Thank



San Francisco Public Utilities Commission

TOUR POLICY GUIDELINES

Thank you for your interest in touring the San Francisco Public Utilities Water Pollution Control Plant and San Francisco Zoo*. We look forward to providing you with an interesting, informative and worthwhile learning experience that will benefit you, and your students/group. To ensure a safe and rewarding visit we ask that you read and adhere to the following *Tour Policy Guidelines*.

INSTRUCTIONS: Please read & initial each in each space provided. Return with your completed Tour Request Form. This completed form must be returned before your tour is confirmed:

- _____ All visitors and students must be at least 10 years old, or in the 5th grade **NO EXCEPTIONS!**
There must be a ratio of 1:5 – 1 adult per 5 students for all 5th to 12th grade school groups.
- _____ School groups must not exceed 35 students; excluding chaperones
School groups consisting of more than 50 must schedule a separate tour. (Please note that if additional tours are needed, they may not be scheduled concurrently or on the same day).
- _____ All tour participants must dress appropriately in order to comply with CAL-OSHA standards
NO sandals, flip-flops, and backless, open, or open-toe shoes – must wear sturdy, close-toe shoes and socks. **NO shorts or short skirts** – must wear long pants or ankle-length skirts (**We recommend not wearing pants/slacks that drag on the ground**).
- _____ **DO NOT TOUCH Any Switches, Buttons and Equipment**
Tour attendees are not to touch any of the switches, buttons or equipment at any time. For your safety, please do not touch anything but the handrails while on the tour.
- _____ Safety helmets and handrails
You will be issued hard hats for the tour. Please keep them on at all times while on the tour.
- _____ For your safety listen to, and follow the directions of the tour guides throughout the visit!
Except for emergency calls, **DO NOT** use cell phones during the tour. Turn off or put on silent mode. SFPUC tour locations are in operation 24-hours per day. Remind students that there are people working throughout the plant and that students must follow directions and be quiet and orderly.
- _____ No running or shouting! Noncompliance at any time during the visit will not be tolerated. You will be asked to leave for failing to comply.
- _____ Visitors must wash hands thoroughly
The SFPUC strictly adheres to all public health and safety guidelines and is proud to exceed all state and federal wastewater treatment standards. However, in order to avoid the possibility of any health risks all wastewater treatment plant visitors are required to wash their hands at the conclusion of the tour. The restroom and surrounding area must also be kept tidy – **chaperones are required to monitor their group and leave restrooms tidy.**

***School Groups Taking Complimentary San Francisco Zoo Tour**

- _____ San Francisco Zoo
Accompany and supervise your group **AT ALL TIMES**.
- _____ Comply with the Zoo's "No Feeding" policy.
For the animal's health and safety, please do not allow any member of your group to throw or drop **ANYTHING** into the exhibits. Do not allow any member of your group to tease or shout at the animals. Help us keep the Zoo clean by putting your trash into the receptacles provided. Please recycle where applicable.
- _____ Lunch at the plants or San Francisco Zoo
Be advised that there are NO picnic tables or public lunchroom available at either plant. If you plan to have lunch at the SF Zoo, please **DO NOT** bring drinking straws for beverages.



For your safety outdoor tours will be cancelled during inclement weather.

Thank you for your cooperation.



RESIDENT TOUR REQUEST FORM

Today's Date

Contact Person

Group/Organization

Contact Telephone

Contact FAX

Email

Street Address

City

Zip Code

Country

_____⁺ _____ = _____
Adults #Children at least 10 years-old Group Total

Please allow at least two weeks notice from the date of your request to the date of your tour.
Tours available once a month in 2010 at 10:00 a.m.
(Please check your choice below)

2010 San Francisco Resident Tour Schedule	
Oceanside Plant	Southeast Plant
<input type="checkbox"/> January 9	<input type="checkbox"/> July 10
<input type="checkbox"/> February 20	<input type="checkbox"/> August 14
<input type="checkbox"/> March 13	<input type="checkbox"/> September 11
<input type="checkbox"/> April 10	<input type="checkbox"/> October 16
<input type="checkbox"/> May 15	<input type="checkbox"/> November 20
<input type="checkbox"/> June 12	<input type="checkbox"/> December 18

Upon special request. Please call for information. Tours to Southeast are cancelled in inclement weather.

Do you have a special interest or focus while on your tour? Yes No

Explain _____

SFPUC Personnel to Complete Items Below

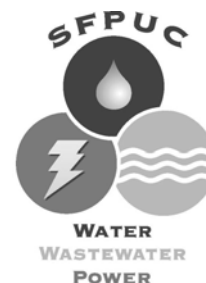
Date & Time Request Received: _____ Tour Status: Confirmed Cancelled

Confirmed Tour Date & Time: _____ Comments: _____

Confirmation sent on _____:

- Telephone USPS Letter
 Fax Email

Please email, mail or FAX to:
WTP Tours
SFPUC Communications
1155 Market Street, 11th Floor
San Francisco, CA 94103
415-695-7375
FAX: 415-554-3282
wtp tours@sflower.org



Please complete the each item for all attendees. On separate sheets please submit a photocopy for each attendee of a valid Passport, Drivers License or State/County issued identification card. Use additional pages of page two as necessary

	Name	Address	City, State, Zip	Email (Please print clearly)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				