

## **Lab Tour and Outreach Protocol 1/1/2016**

### **General Group Guidelines:**

1. Lab tours are open to everyone
2. Students must be in at least 8<sup>th</sup> grade for tours requested by educational institutions or home school groups.
3. Number of people per tour can vary, however the smaller the group the more focused the tour
  - a. Groups greater than 15 people will be split into smaller groups
  - b. The laboratory will not take groups larger than 40 people unless it is part of a larger event. (AWWA, OWEA)
4. The tour facilitator will decide how to break up groups for the tour.
5. Appropriate dress is required for all lab tourists. That includes casual clothing including no shorts and closed-toe/heel, (no flip flops, crocs or high heeled shoes are allowed). Safety glasses will be provided to be worn for the tour.
6. Tour groups will need to fill out the lab tour request form on our website. Tour groups will also need to provide the Communications and Community Relations (CCR) Department's lab tour coordinator with an attendee list prior to their plant tour date. EMSC Security will use this list to verify actual attendees on the day of the tour using visitor photo identification. Adult chaperones can verify the identity of minors.

### **Types of Tours Offered**

- **General Laboratory**
  - Length 35 – 45 minutes, Maximum number of people 40
  - Walk through of the entire laboratory with a discussion on each area and the various instruments
- **Educational**
  - Length 1 – 2 hours, Maximum number of people 15
  - General lab tour with a 15 - 20 minute classroom presentation on District operations, WWTP information, and laboratory operations
- **Tour with Hands-on Activity**
  - Length 1 – 2 hours, Maximum number of people 15
  - General lab tour which will include one or more hands-on activities such as pH, Slime, Lava lamp or other activity.
- **Specialized (Project based)**
  - Length 1 – 6, maximum number of people 6
  - General lab tour with a presentation on a specific topic and focus on a specific test or testing area.
  - This tour can occur on multiple days and include analytical testing

- **Shadowing**
  - Length 1 – 7 hours and multiple days
  - High School Seniors or college students

**General Information:**

1. The Sewer District has the right to cancel a tour at any time.
2. Groups requesting a tour need to fill out the on-line request form at least two weeks in advance. You will receive an e-mail advising you if your tour requested has been approved or denied.
3. Lab tours are offered throughout the year, Monday through Friday 9am-2pm. (Memorial Day through Labor Day is our busy season and tours may be limited during that time so advance notice is appreciated)
4. Only appropriately dressed individuals will be allowed to go on the lab tour; [casual dress, no shorts, only closed toe/heel shoes, no flip flops, crocs or high heels]
5. Every tour must be preceded by a safety briefing. This may be part of the general opening session and must include potential hazards, emergency procedures, required personal protective equipment (PPE) and personal hygiene.
6. Individuals causing damage to Northeast Ohio Regional Sewer District property shall be held financially responsible for such damage, except that in event the damage is caused by a minor child, the parent of such child shall be held financially responsible.

**\*\*\*\*FAILURE TO ADHERE TO THESE GUIDELINES COULD RESULT IN THE CANCELLATION OF YOUR TOUR\*\*\*\***

**DISCLAIMER:** PLANT TOUR ATTENDEES ENTER THE PREMISES OF THE NORTHEAST OHIO REGIONAL SEWER DISTRICT AT THEIR OWN RISK AND THE NORTHEAST OHIO REGIONAL SEWER DISTRICT SHALL HAVE NO FINANCIAL OR LEGAL RESPONSIBILITY FOR DAMAGES TO PERSONS AND/OR PROPERTY CAUSED BY AN ATTENDEE'S FAILURE TO ABIDE BY THE SAFETY PROTOCOLS AND OTHER REQUIREMENTS OF THE NORTHEAST OHIO REGIONAL SEWER DISTRICT WHILE ON A LAB TOUR OR OTHERWISE ENTERING ONTO THE PREMISES OF THE NORTHEAST OHIO REGIONAL SEWER DISTRICT.