

Plant Tour Protocol Recommendations – 1/20/2016

(Original created November 2, 2001)

Audience:

- Students 7th – 12th graders
- College Students
- WWTP Agencies
- Clubs, Associations, and Civic Groups following the age requirements listed above
- Political Community
- Open House Attendees
- District Employees

General Group Guidelines:

1. There is a 25-person maximum and 10-person minimum limit for tour group size.
2. Groups with disabilities that may limit their mobility or ability to respond to an emergency may conduct a bus tour as long as their own transportation is provided.
3. Appropriate dress is required for all plant tourists. That includes, at a minimum, casual clothing and closed-toe/heel, hard, solid sole shoes (no flip flops, crocs or high heeled shoes are allowed). A hard hat/bumper cap, safety glasses, and nitrile (rubber) gloves will be provided.
4. Tour groups need to provide the Communications and Community Relations (CCR) Department's plant tour coordinator with an attendee list prior to their plant tour date. Plant 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.
5. Tardiness may prevent tourists from gaining access to a tour and/or the facility.

Student Group Guidelines:

1. As previously indicated, only 7th-12th grades are allowed on plant tours. However, exceptions will be made for Open House attendees.
2. There must be one (1) chaperone/teacher for every ten (10) students, 7th-12th grades.

General Information:

1. The Sewer District has the right to cancel a tour at any time.
2. Groups requesting tours need to provide at least a two week advance notice. You will receive an e-mail advising you if your tour requested has been approved or denied.

3. There are no tours during the months of October through April – or during inclement weather.
4. Tours will be conducted Tuesday through Thursday. Starting tour times will be from 8 a.m. through 12 noon. (The last tour of the day must start by 12 noon.)
5. The plant tours should last from 1 ½ hours to 2 hours.
6. Only appropriately dressed individuals will be allowed to go on the plant tour (casual clothing and closed-toe/heel, hard, solid sole shoes (no flip flops, crocs or high heeled shoes are allowed)
7. 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.
8. The tour is a walking tour. Large groups or groups with disabilities can take a driving tour as long as the group provides their own transportation.
9. Designated areas for pictures will be provided due to Homeland Security measures. No electronic device usage will be allowed during the tour.
10. Parking is limited; therefore groups are encouraged to carpool.
11. All tours must provide their own transportation for the tour,
12. If you see that you are running behind, please call Southerly- Heather (216) 641-3200 ext. 4392 or Westerly- Lexa (216) 921-2187 ext. 3110. If you need to cancel a tour, please contact Jessica (216) 246-8974.
13. Security will be informed immediately of any incidents or accidents.
14. The Northeast Ohio Regional Sewer District has the right to cancel the tour at any time for any reason seen fit and/or appropriate.
15. 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 PLANT TOUR OR OTHERWISE ENTERING ONTO THE PREMISES OF THE NORTHEAST OHIO REGIONAL SEWER DISTRICT.