

## **H.L. Mooney Advanced Water Reclamation Facility Tour Policy Updated January 2019**

### **Formal (Group) Tours**

Formal tours of the H.L. Mooney Advanced Water Reclamation Facility are available Monday through Friday (except holidays). Tours may be scheduled to begin between 9:00am and 2:00pm. Tour requests outside of these times may be accommodated on a case by case basis. Tours of the Mooney Plant must be scheduled in advance, preferably with at least two weeks' notice. At this time, formal tours are only available to groups of **four (4) or more**; individuals are welcome to visit the Grubbs Environmental Center. Tours take approximately an hour and a half.

The minimum age requirement for formal tours is 10 years old or 4<sup>th</sup> grade. Accommodation for the age requirement will be considered on a case-by-case basis. For school groups, one adult chaperone must be available for every five children and schools must comply with the VA Code for field trips. Photography and videotaping are not allowed within the facility. For mixed-age groups, Service Authority staff may be able to schedule a tour for older students and presentation for younger students.

### **Tour Scheduling:**

The group requesting the tour must designate a single point of contact to serve as a 'Sponsor' for the tour. This individual will be responsible for working with Service Authority staff to make all the arrangements for the tour using the Request a Tour form on the PWCSA website and will provide the Service Authority with the following information:

- Sponsor's name, postal address, phone/fax numbers and email address
- Name of the group and type of organization
- Group residence
- Purpose for the request (including subject areas to be covered, areas of interest and technical level of the tour group)
- Desired dates and times
- Business address, if applicable, including country for foreign visitors
- List any special need requirements, if applicable

A representative from Community Outreach will reach out to the Sponsor within 1 business day to confirm details, including date, time, number and age range of participants, and any special requirements. If you have not received a reply within 1 business day, please call (703) 331-4168.

Upon arrival at the Grubbs Environmental Center, all chaperones must sign in and the individual leading the tour must provide all participants with orange safety vests. The tour leader must also give a safety briefing outlining the following rules:

- Stay with the group and do not wander off
- Eating, drinking, or chewing of gum is not permitted during the tour with the exception of water in refillable bottles.
- Ear buds or headphones are not permitted.
- Running or horseplay is not allowed.
- Tour participants must not touch equipment, push buttons, or go beyond any type of barriers (railings, cones, warning tape, saw-horses, etc.)
- Please pay attention where you walk. There are many areas that you may need to step up to or step down from
- Use hand rails when using the stairs
- Please stay on our designated walkways
- If the group is not cooperating with the guide and following the tour safety rules, we will end the tour.
- In case you become lost or separated from the group, please let one of our employees or security staff know so we can escort you back to the entrance.
- Appropriate footwear is required for tours: no high heel or opened toed shoes
- A safety briefing will be required prior to the start of the tour and all attendees are to follow the safety precautions
- A portion of the tour will be conducted outside, weather permitting, so please dress accordingly.
- Facilities have limited parking. Car-pooling is strongly encouraged
- Groups are encouraged to arrive early to allow adequate time for check-in before the scheduled time for the tour
- Chaperones of school-aged children and all other adults must carry government-issued identification such as State ID card or Driver's License and present it upon request

### **Grubbs Environmental Center Self-Guided Tours**

Self-guided tours of the Grubbs Environmental Center Educational Display are available Monday through Friday from 9:00am to 4:00pm. Participants do not need to call and schedule a self-guided tour in advance; however, all adults must first sign in at the Security Desk. Self-guided tours are available to individuals as well as groups.

There is no minimum age requirement for self-guided tours of the Grubbs Environmental Center, but all children must be accompanied by an adult. School groups must provide chaperones in compliance with VA Code for field trips. Photography and videotaping are allowed in the Environmental Center and Training Room during presentations, but not in the outside portion of the facility.

### **Individual Tour Dates**

Based on interest, the Service Authority may set a date each quarter to conduct tours for interested individuals who are unable to schedule a group tour. Therefore, we encourage you to fill out the Tour Request Form, even if you are unable to get a group together.