



## **INSTRUCTIONS**

Thank you for your interest in touring Clifton Sanitation Wastewater Treatment Plant.

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
4. You will receive a tour confirmation after all completed paperwork has been received. Thank You

## CLIFTON SANITATION WASTEWATER TREATMENT PLANT TOUR POLICY GUIDELINES

Thank you for your interest in touring the Clifton Sanitation Wastewater Treatment Plant. 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 5<sup>th</sup> grade **NO EXCEPTIONS!**

There must be a ratio of 1:5 – 1 adult per 5 students for all 5<sup>th</sup> to 12<sup>th</sup> grade school groups.

School groups must not exceed 10 students; excluding chaperones

School groups consisting of more than 10 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 Clifton Sanitation District 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.

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.

Clifton Sanitation 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 Clifton Sanitation 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.**