

GREAT LAKES WATER AUTHORITY TOUR GUIDELINES

The Great Lakes Water Authority (GLWA) conducts tours at its Water Works Park Treatment Facility (WWP) (drinking water) and Water Resource Recovery Facility (WRRF) (sewer) April - October.

1. All tour participants must be able to walk one mile, unassisted, which includes navigating staircases.
2. All tours must be arranged at least three weeks in advance and are subject to GLWA approval. Access to GLWA's facilities is at the discretion of the Authority.
3. Tours take place at 10am at WRRF on Wednesdays (tour lasts approximately **two hours**) and 10am at WWP on Thursdays (tour lasts approximately **one hour**).
4. A confirmation email will be sent by GLWA to the requesting school/professional group's tour coordinator. Attached to the email will be a copy of the Tour Guidelines, standard release forms for each participant to sign and a blank participant list. Please copy and distribute the appropriate form to all those participating in the tour. Please note there are different forms for adults and children. Participants must send signed release forms to their Tour Coordinator. GLWA will not accept any forms from individual participants.
5. The Department of Homeland Security has designated GLWA facilities as part of its critical infrastructure. Due to this status, security clearance is required.

At least three business days in advance of a tour, the requesting group's TOUR COORDINATOR MUST submit the following:

- List of all tour participants (*form provided*)
- A COPY/PHOTO of ALL adults' IDs (state identification, driver's license, or passport)
 - You must submit a valid driver's license to drive onto a GLWA property
- Signed student/adult release forms (*provided*)
- Signed photo release form for all participants (*provided*)

Unlisted participants or those without signed release forms will not be admitted to the facility. The corresponding physical ID MUST be provided upon entry. All participants will be given a temporary visitor's badge which MUST be returned after the tour.

6. The maximum group size for a tour is 40 people. Minimum group size is five people. Large groups will be split in two.
7. An adult must accompany all participants 18 years old or younger. No one under the age of 8 is permitted. Information on the age range must be furnished to GLWA at the time of the tour request.

WWP and WRRF tours are available for:

- 9th - 12th Grades - At least one adult escort for every 10 teenagers
- 7th - 8th Grades - At least one adult escort for every five children

WWP ONLY

- 3rd - 6th Grades – At least one adult escort for every five children
8. Notification of cancellation is required 48 hours in advance of the scheduled tours.
 9. Instructions for parking will be provided by Security upon the group's arrival. If there is more than one vehicle, please advise all participants of the tour's start time.
 - Please be prompt! PARTICIPANTS THAT ARRIVE MORE THAN 15 MINUTES LATE WILL NOT BE ALLOWED TO ENTER THE FACILITY.
 10. Clothing Requirements
 - Shoes – All participants are required to wear low-heeled shoes or boots, preferably with rubber heels or hard soles. Open toe sandals or shoes are not acceptable. Additionally, for tours at the WRRF, canvas or cloth shoes are not acceptable, and the **full foot must be covered**.
 - Attire – All participants should be adequately dressed for outside weather conditions; however, sleeveless tops, shorts, capris and skirts are not acceptable. Casual attire and long pants **are required** for both WWP and WRRF.
 - ANYONE WITH UNACCEPTABLE CLOTHING WILL NOT BE ALLOWED TO TOUR THE FACILITY.
 - ALL participants at WRRF will be issued a hard hat and safety glasses that are required to be worn at all times when touring the facility grounds.
 11. It is requested that participants avoid carrying anything during the tours for reasons of safety, such as being able to hold onto handrails. GLWA cannot assume responsibility for lost articles.
 12. Camera and/or video equipment cannot be brought into a GLWA facility. Videotaping and photography are strictly prohibited.
 13. Food or liquids cannot be brought into a GLWA facility. WWP and WRRF are both 24-hour operations and cannot accommodate lunches or breaks during or after the tour.
 14. Weapons of any kind including pepper spray cannot be brought to a GLWA facility.
 15. Once on the property, all persons or vehicles are subject to search.
 16. Once the tour has started, participants must stay in close proximity to the GLWA tour guide at all times. In case of an emergency during the tour, the tour guide should be notified immediately.
 17. Groups with additional questions should contact Public Affairs: janine.mccallum@glwater.org or call 313-654-2690, Monday - Friday, 9 am to 5 pm.