



GREAT LAKES WATER AUTHORITY TOUR GUIDELINES

The Great Lakes Water Authority (GLWA) conducts tours at its Water Works Park Treatment Plant (WWP) and Water Resource Recovery Facility (WRRF – formerly WWTP).

1. All tours must be arranged at least two weeks in advance.
2. Tour hours are between 10 am and 2 pm, Tuesday through Thursday.
3. 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 and a standard release form for each participant. **Please copy and distribute the appropriate form to all those participating in the tour. Please note there are different forms for adults and children.**
4. 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 two business days in advance of a tour, the **TOUR COORDINATOR ONLY MUST** submit the following:

- List of all tour participants (*form provided*)
- A **COPY** of **ALL** adults' state identification, driver's license or passport
- Signed student/adult release forms (*provided*)

Participants not listed or 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.

5. The maximum group size for a tour is 40 people. Minimum group size is five people.
6. An adult must accompany all participants 18 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 each 10 teenagers
- 7th – 8th Grades - At least one adult escort for each five children

WWP ONLY

- 3rd – 6th Grades – At least one adult escort for each five children

7. Notification of cancellation is required 48 hours in advance of the scheduled tours.
8. Instructions for parking will be provided by Security upon the group's arrival at the facility. If more than one vehicle is involved, please advise all participants of the tour starting time.
 - Please be prompt! **PARTICIPANTS THAT ARRIVE MORE THAN 15 MINUTES LATE WILL NOT BE ALLOWED TO ENTER THE FACILITY.**
9. 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 to the WRRF should be adequately dressed for outside weather conditions, however, sleeveless tops are not acceptable. Casual attire and long pants are required for both WWP and WRRF.
 - **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.**
10. It is requested that participants avoid carrying any articles during the tours. This is for reasons of safety, such as being able to hold onto handrails. GLWA cannot assume responsibility for lost articles.
11. Camera and/or video equipment **cannot** be brought to a GLWA facility. Taping and photographs are strictly prohibited.
12. Food or liquids **cannot** be brought to a GLWA facility. WWP and WRRF are both 24-hour operations and cannot accommodate lunches or breaks during or after the tour.
13. Weapons of any kind including pepper spray **cannot** be brought to a GLWA facility.
14. Once on the property, all persons or vehicles are subject to search.
15. 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.**
16. Groups with additional questions should contact Public Affairs: debbie.frazier@glwater.org or call 313-964-9477, Monday through Friday, 9 am to 5 pm.
17. Facility addresses:

Water Works Park Treatment Plant 10100 East Jefferson Detroit, MI 48214	Water Resource Recovery Facility 9300 West Jefferson Detroit, MI 48209
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