

FAX TRANSMITTAL

Date: _____

Total Pages: 4 (including cover)

To: Catania Galván

Email: cgalvan@sfgwater.org

FAX Number: 415-695-7377

Voice Number: 415-695-7341

From: _____

Fax Number: _____

Voice Number: _____

RE: Resident Tour

INSTRUCTIONS

Dear San Francisco Resident:

Thank you for your interest in touring the San Francisco Public Utilities Commission Water Pollution Control Plant.

Please note that tours are only available to San Francisco residents.

1. 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
2. Please read the Tour Policy and initial that you have read each on each line provided.
3. Return the completed:
 - a. Tour Policy,
 - b. Tour Request form (include list of names), and
 - c. Photocopy of valid ID or Passport.
4. You will receive a tour confirmation after all completed paperwork has been received.

Thank you



San Francisco Public Utilities Commission

TOUR POLICY GUIDELINES

Thank you for your interest in touring the San Francisco Public Utilities Water Pollution Control Plant. We look forward to providing you with an interesting, informative and worthwhile learning experience that will benefit you. To ensure a safe and rewarding visit we ask that you read and adhere to the following.

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 tour participants must bring a valid Passport, Drivers License or State/County issued identification card or they will not be allowed on the tour. NO EXCEPTIONS!

All visitors and students must be at least 10 years old, or in the 5th grade NO EXCEPTIONS!

Groups must not exceed 40 attendees

Groups consisting of more than 40 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 CAL-OSHA 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.

Safety helmets

You will be issued hard hats for the tour. Please keep them on at all times 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. SFPUC 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 SFPUC 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.**

For your safety outdoor tours will be cancelled during inclement weather

Thank you for your cooperation.



2009 RATEPAYER/GROUP TOUR REQUEST FORM

Today's Date

Contact Person

Group/Organization

Contact Telephone

Contact FAX

Email

Street Address

City

Zip Code

Country

Adults

+ _____

#Children at least 10 years-old

= _____

Group Total

Please allow at least two weeks notice from the date of your request to the date of your tour.

All 2009 Saturday tours begin at 10:00 AM and take approximately 2 to 2.5 hours to complete

(Please circle your choice below)

Oceanside Plant		Southeast Plant
January 10	August 8	June 13
February 14	September 12	July 11
March 14	October 10	
April 11	November 14	
May 19	December 19*	

*Third Saturday of the month

Do you have a special interest or focus while on your tour? Yes No

Explain:

SFPUC Personnel to Complete Items Below

Date & Time Request Received: _____ Tour Status: Confirmed Cancelled

Confirmed Tour Date & Time: _____ Comments: _____

Confirmation sent on _____:

- Telephone USPS Letter
 Fax Email

Please email, mail or FAX to:
 Catania Galván
 SFPUC Communications
 3801 Third Street, Suite 600
 San Francisco, CA 94124
 415-695-7341
 FAX: 415-695-7377
cgalvan@sfgwater.org



If there is more than one person requesting to tour, please list everyone on this sheet. Use additional pages of page two as necessary

	Name	Address	City, State, Zip	Email (Please print clearly)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				