



Littleton/Englewood WWTP
Tour Request Form

Group Information

Group Name: _____

Group Leader Name: _____

Group Phone Number: _____ Email Address: _____

Date Requested: _____ Time Requested: _____

Number of Adults in Group: _____ Number of Children in Group: _____

Name and Ages (Under 18) of those taking tour:

Table with 9 columns: 1, Name, Age, 11, Name, Age, 21, Name, Age. Rows 1-10 for ages 11-20.

Additional Needs:

Four horizontal lines for writing additional needs.

Please select which tour you are interested in:

- Brief Plant Technical Walking Tour (1 hour):(1-25 attendees)
Full Plant Technical Walking Tour (2-4 hours):(1-25 attendees)
Laboratory Only Tour (30 Minutes):(1- 12 attendees)
Laboratory plus Watershed Tour (1 hour):(1- 12 attendees)
Brief Plant Technical Walking Tour and Laboratory Tour (1.5 hours - 4.5 hours) :(1-12 attendees)
Full Plant Technical Walking Tour and Laboratory Tour (2.5 hours - 4.5 hours) :(1-12 attendees)
Shadow Plant Staff for observation of work activity (8 hours): (1 attendee)

I have read and understood the tour policy and guidelines. YES _____ (Please initial)

In consideration of the benefits that I will receive from my participation in the above tour, I do hereby release, discharge and hold harmless the Cities of Englewood and Littleton their public officials, agents, employees and insurers for any and all liability, claims, demands, suits, and causes of action, which I may hereafter have on account of any and all injuries or damage to me or my property, arising out of or related to my participation in the tour. For the same consideration, I agree to forever hold the Cities of Englewood and Littleton and their agents and employees harmless from any such liability, claims, demands, and actions or causes or action. I agree to assume the risk, indemnify and hold the Cities harmless form any such liability, claims, demands and suites or causes of action. *

I have read and agree to the statement above. (Please sign) _____

L/E WWTP Plant Tour Policy

Littleton/Englewood Wastewater (L/E WWTP) tour policy is in place to ensure the safety of employees, visitors, and the facility, as well as the continuous supply of safe, reliable service to our community. Due to safety concerns, exceptions to the policy will not be made. L/E WWTP reserves the right to cancel and/or deny any request or to discontinue a tour in progress. Tour dates are subject to change and cancellation per plant staff's discretion.

Expectations for Tour Attendees:

Please be mindful that tours are conducted by Plant Managers who are taking time out of their regular schedule to meet with your group. We welcome the opportunity to spend time with you and in return expect the tour attendees to conduct themselves appropriately. L/E WWTP reserves the right to stop a tour in progress if safety or other issues arise. Materials about the plant and the treatment process will be provided prior to the tour. We suggest these materials be used in preparation for the tour and/or as note-taking sheets during the tour.

Complete the application form using one of the following methods:

- o Email: wwtpwebmaster@englewoodgov.org
- o Fax: 303-762-2620
- o Mail: 2900 South Platte River Drive, Englewood, CO 80110

Group Organizer - In preparation for the tour

- Review L/E WWTP pre-visit materials.
- Review expectations, behavior policies, and L/E WWTP tour guidelines with attendees.

L/E WWTP Plant Tour Guidelines

1. Minimum age of tour attendees is **10 years old**. Students must be accompanied by one adult per 10 students.
2. Group size: 2 - 25 attendees
3. Tour Times: Monday - Friday, 8:00AM - 2:00PM (special arrangements considered with adequate notice)
4. Tour duration:
 - o Full plant (technical) tour: 2-4 hours
 - o Brief plant tour: 1 hour
 - o Laboratory tours:
 - Laboratory only: 30 minutes
 - Laboratory and watershed tour: 1 hour
5. A portion of the tour is outside and includes stairs and metal grates. Attendees should dress accordingly and be prepared for possible inclement weather. Loose fitting clothing that can snag on projections or get caught in moving equipment is prohibited. Use of protective eyewear is mandatory - safety glasses will be supplied by the plant prior to the beginning of the tour (prescription eye glasses meet this requirement). Tour attendees are asked to refrain from leaning on hand/guard rails when observing process and equipment operation.
6. **NO OPEN-TOED SHOES** are allowed - no exceptions. Attendees will not be allowed to participate in the tour if dressed inappropriately.
7. For security reasons, **NO BACKPACKS or PURSES** are allowed on the tour. (Storage for your belongings will not be provided – please secure your belongings prior to entering the plant.)
8. **PHOTOGRAPHY, VIDEO, and CELL PHONE USE: NO VIDEO** is permitted during the tour. PHOTOGRAPHY is NOT permitted inside of plant buildings. Group organizers may make a request for a Littleton/Englewood Wastewater staff member to take a group photo. For Safety purposes, tour attendees must refrain from the use of CELL PHONES. The only exception would be for approved photography.
9. **Respectful and safety conscious behavior is expected of all attendees**, including attentiveness and appropriate conduct while on Littleton/Englewood Wastewater property.
10. **Limited Visitor Parking:** We recommend carpooling as parking space is limited. Carpooling is also beneficial as it reduces environmental impacts due to vehicle emissions.
11. **Arrival at the facility:**
 - o Please plan on arriving 10-15 minutes ahead of your scheduled tour time to allow adequate time to come through security. Tours will start on time. If you are running late, please call 303-762-2600.