

Tour Guidelines

H2GO's Belville Wastewater Treatment Plant

Thank you for your interest in touring H2GO's Belville Wastewater Treatment Plant. We look forward to providing you with an interesting, informative and worthwhile experience.

STEPS

Prior to Tour

1. Complete the [Tour Request Form](#)
 - a. Select the date you want to tour (please allow two weeks advanced notice).
 - b. Please print clearly and legibly to ensure proper recording and no overlaps of scheduling.
2. Please read and initial the **Tour Guidelines**
3. Return the completed [Tour Request Form](#), **Tour Guidelines** and [Attendee List](#). You will receive a tour confirmation and directions after all completed paperwork has been received and approved. Not all time slots will be available. In the event neither of your time slots are available, we will contact you to try and accommodate one that fits your needs.

Day of Tour

1. All participants over 18 years of age must bring a valid form of ID the day of the tour.
 - a. Participants under 18 must be accompanied by eligible adults with valid ID's.
2. Bring completed [Release of Liability Forms](#) from *all* attendees **[REQUIRED]**

Please return Tour Request Form, initialed Tour Guidelines, and Attendee List by email, mail or fax to:

Tyler Wittkofsky, Public Information Officer
Mailing Address: Brunswick Regional Water and Sewer H2GO PO Box 2230 Leland, NC 28451 Attn. Tyler Wittkofsky
Email twittkofsky@H2GOonline.com
Fax 910-367-6441 attn. Tyler Wittkofsky
Phone 910-371-9949 ext. 108

Tour Guidelines

Tour Guidelines

To ensure a safe and rewarding visit, we ask that you adhere to the following guidelines. Please read and initial each in the space provided.

This completed form must be returned before your tour is confirmed.

_____ All tour participants must dress appropriately in order to comply with the NC-OSHA standards. **No sandals, flip-flops, and backless, open, open-toe or heeled shoes.** Everyone must wear sturdy, close-toe shoes and socks. All participants over 18 years of age must bring a valid ID the day of the tour.

_____ **No shorts or short skirts.** You must wear long pants or ankle-length skirts. We recommend not wearing pants/slacks that drag on the ground.

_____ Backpacks and cameras (*unless preapproved by the Public Information Officer*) are prohibited.

_____ **DO NOT TOUCH** any Switches, Buttons or Equipment. Doing so will result in the tour automatically being cancelled and attendees asked to leave IMMEDIATELY.

_____ For your safety, please do not touch anything but the handrails while on the tour. Gloves and sanitation material may be offered for the tour depending on the area of the plant you may visit.

_____ 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. Tour locations are in operation 24-hours per day. Be mindful that there are people working throughout the plant and that tour participants must follow directions and be orderly. Tours may be concluded early due to unsafe conditions or conduct of group.

_____ **No running or shouting.** You will be asked to leave for failing to comply IMMEDIATELY.

_____ Visitors must wash hands thoroughly. H2GO 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, wastewater treatment plant visitors are required to wash their hands at the conclusion of the tour. The restroom and surrounding area must be kept tidy—chaperones are required to monitor their group and leave restrooms tidy.

_____ All visitors 10 years old – 17 years old, or in the 5th – 12th grade, must have a ratio of 1:5; one adult per five children. All visitors 5 years old – 9 years old, or in kindergarten – 4th grade, must have a ratio of 1:2; one adult per two children. **Release of Liability Forms** must be signed by parent or guardian of any person under age 18.

_____ For your safety, outdoor tours will be canceled during inclement weather. H2GO personnel reserve the right to cancel and/or reschedule a tour.

Thank you for your cooperation.