

## H.L. Mooney Advanced Water Reclamation Facility Tour Policy

*Updated December 2019*

### **Guided Group Tours**

Guided tours of the Mooney Advanced Water Reclamation Facility (AWRF) are available Monday through Friday (except on Service Authority holidays) for groups of four (4) or more individuals. Guided tours last approximately one and a half hours. Mooney AWRF is located at 1861 Rippon Blvd, Woodbridge, VA.

Guided group tours must be requested at least two (2) weeks in advance of the desired tour date and may be scheduled to begin between 9:00 a.m. and 2:00 p.m. Tour requests outside of these times will be considered on a case-by-case basis. The Service Authority retains the right to decline a tour request and propose an alternative date, based on staffing and facility availability.

The minimum age for guided group tour participants is 10 years old (or fourth grade). Any exceptions to this age requirement will be considered on a case-by-case basis. For groups with participants both under and over age 10, the Community Outreach Department may arrange a presentation for younger participants inside the Grubbs Environmental Center and a guided tour of Mooney AWRF for older participants, provided that the necessary time, space and staff are available.

For student groups, one adult chaperone must be present for every five children, and schools must comply with Virginia Administrative Code section [22VAC40-185-580.Transportation and Field Trips](#).

### **Submitting a Guided Tour Request:**

Any group requesting a tour must complete the "Request a Group Tour" form on the PWCSA website ([www.pwcsa.org](http://www.pwcsa.org)), designate a single point of contact and provide the SA with the following information:

- Sponsor's name, mailing address, phone number and email address;
- Name of the group and type of organization, such as professional organization, Scout troop, civic association, etc.;
- Indicate if the sponsor is based outside of the United States and/or requesting a tour for foreign citizens;
- Number of participants anticipated on the tour;
- Age of participants;
- Purpose of the tour, including any desired topics to be covered, areas of interest and technical knowledge level of the group;
- Desired dates and times; and
- List any special requirements, if applicable.

A representative from the Community Outreach Department will contact the Tour Sponsor within two business days of receiving the "Request a Group Tour" form to confirm details. If you have not received a reply within two (2) business days after submitting your request, please call (703) 331-4168.

A Service Authority employee will also contact the Tour Sponsor with final details three (3) to five (5) business days prior to the tour date and provide the following information to the sponsor:

- Appropriate footwear is required for tours: no high heel or open-toed shoes, including sandals or flip flops;
- Long pants are recommended for all attendees;
- A mandatory safety briefing will be provided prior to the start of the tour and all attendees are to follow the safety instructions;
- A portion of the tour will be conducted outdoors, weather permitting, so participants should dress accordingly;
- Mooney AWRF has limited space for parking, so carpooling is strongly encouraged for tour groups;
- Groups are encouraged to arrive early to allow adequate time for check-in at the security desk before the scheduled start time for the tour;
- Chaperones of school-aged children and all other adults must carry government-issued identification such as State ID card or Driver's License and present it upon request; and
- No photography or video recording is permitted during the outdoor portion of the guided tour.

### **Group Tour Procedures**

Upon arrival at the Grubbs Environmental Center, all chaperones must sign in, presenting a valid government ID at the security desk. The Service Authority employee leading the tour will provide all participants with orange safety vests and give a safety briefing outlining the following rules:

- Stay with the group and do not wander off;
- Eating, drinking or chewing gum is not permitted during the tour with the exception of water in refillable bottles;
- Ear buds or headphones are not permitted;
- Running or horseplay is not allowed;
- Tour participants must not touch equipment, push buttons or go beyond any type of barrier (railings, cones, warning tape, saw-horses, etc.);
- Participants must remain aware of their surroundings while walking on the tour. There are many areas where participants may need to step up or step down;
- Use hand rails on stairways;
- Stay on designated walkways;
- If a participant becomes lost or separated from the group, inform a Service Authority employee or a member of security staff so they can escort you back to the Grubbs Environmental Center lobby; and
- The tour may be concluded or shortened by the SA employee(s) leading the tour if any member of the group is not cooperating with the guide or is disobeying the rules stated during the safety briefing.

### **Grubbs Environmental Center Self-Guided Tours**

Self-guided tours of the Grubbs Educational Display are available Monday through Friday from 9:00 a.m. to 4:00 p.m. on a walk-in basis for all ages. Self-guided tours are appropriate for groups and individuals.

Participants do not need to schedule a self-guided tour in advance; however, all adults must first sign in at the Security Desk in the lobby of the Grubbs Environmental Center.

There is no minimum age requirement for self-guided tours of the Grubbs Educational Display, but all children under the age of 18 must be accompanied by an adult, and school groups must provide chaperones in compliance with the Virginia Administrative Code for Transportation and Field Trips.

Photography and video recording are allowed inside the Grubbs Environmental Center and Training Room during presentations.

### **Individual Tour Dates**

Based on interest, the Service Authority may set a date each quarter to conduct tours for interested individuals who are unable to schedule a group tour. Therefore, we encourage you to fill out the Tour Request Form, even if you are unable to get a group together.