

NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION

TOUR GUIDELINES

Group tours of the Commission's Wanaque Water Treatment facility will be permitted for school classes and community organizations. The tours will be authorized at the discretion of the Executive Director and will be conducted on week days between the hours of 9:00 a.m. and 3:30 p.m. Please complete the attached Tour Request Form and submit to the Commission as directed. A tour committee, which consists of tour guides and security personnel, will make arrangements for approved tours based on the following guidelines:

1. There must be a minimum of ten people and a maximum of forty people.
2. Groups of children, under the age of sixteen, must have chaperones. There must be a sufficient number of chaperones to supervise the group. A ratio of one to five is recommended. Each child will be assigned to a specific chaperone.
3. The group must come by van or bus (for security reasons, the Commission will not permit a large number of passenger vehicles to enter its property at one time). The Commission will require the make, model, license plate number and ownership of the vehicle in advance. The bus driver must accompany the group on the tour or remain on the bus.
4. At least ten days prior to the anticipated tour date, the following documents must be submitted to the Commission's designated contact person:
 - a. A completed North Jersey District Water Supply Commission Access Approval Form which lists the names of all individuals on the tour, including bus drivers and chaperones; and
 - b. A valid Certificate of Insurance naming the North Jersey District Water Supply Commission as Certificate Holder, and naming "*The North Jersey District Water Supply Commission, its commissioners, officers, employees and agents*" as additional insureds for purposes of the tour. The certificate must confirm, at a minimum, the following current coverages:
 - i. Commercial General Liability Insurance, on an occurrence basis, with a per occurrence limit of at least \$1,000,000;

- ii. Automobile Liability Insurance covering all owned, hired and non-owned vehicles, with a combined single limit of at least \$1,000,000; and
 - iii. Umbrella Liability Insurance, on an occurrence basis, with a per occurrence limit of at least \$2,000,000.
- 5. Certain items will be prohibited on the tour, including cameras, cell phones and electronics, back packs and book bags, and food/drinks including water bottles. Proper foot wear will be required (no sandals or flip flops will be permitted). Also, advanced notice will be required for any individuals with specials needs.
- 6. Upon arrival, the tour will be met by security officers who will check the names on the access form against the individuals on the bus. They will also review the rules and list of prohibited items prior to the start of the tour.
- 7. The group will then be turned over to the tour guides who will escort them to various locations along with a security officer. At this time, the tour will be restricted to the Orechio Drive complex. The tour will include a video presentation on the third floor and a tour of the filter building, pilot plant, computer room, and laboratory.