



ROCKY MOUNT  
WATER RESOURCES  
THE CENTER OF IT ALL

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## Treatment Plant Tour Request Form

Today's Date: \_\_\_\_\_

Please check one:     Resident                       School/Group                       Private Business

Government Official     Educational Program     Other \_\_\_\_\_

Contact Person: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_                      Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
# Adults                      # Children over age 10                      Group Total

**[Check One]**

**Wastewater Treatment Plant Tour** (All tours are walking tours unless specified below)

Tar River Regional Wastewater Treatment Plant

**Water Treatment Plant Tour**

Sunset Avenue Water Treatment Plant                       Tar River Reservoir Water Treatment Plant

*NOTE: Tours at the Tar River Reservoir facility are limited to Governmental Officials and Educational Programs*

**Requested Dates [No Weekends or Holidays]**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Please tell us if you have any special needs or interest in specific focus areas while on the tour:

\_\_\_\_\_

**For CRMWR Staff:**

Date & Time Request Received: \_\_\_\_\_ Tour Status:  Confirmed  Cancelled

Confirmed Tour Date & Time: \_\_\_\_\_

Staff Tour Guide(s): \_\_\_\_\_

Confirmation & Directions sent to: \_\_\_\_\_ on: \_\_\_\_\_

by     Phone                       Mail                       Email                       Fax

Staff Comments: \_\_\_\_\_




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## Water/Wastewater Treatment Plant Guidelines

Thank you for your interest in touring the city of Rocky Mount Water/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
  - b. Please print clearly and legibly
2. Please read and initial the Tour Guidelines (page 3 of 3).
3. Return the completed Tour Request Form and **Tour Guidelines**, and **Attendee List**. You will receive a tour confirmation and directions after all completed paperwork has been received and approved.

#### Day of Tour

1. All participants over 18 years of age must bring a valid Driver's License or State/County issued ID card.
2. Bring completed Release of Liability Forms from all Attendees [required].

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

#### Contact for Water Plant Tours

#### Contact for Wastewater Plant Tours

Jim Connolly	James Costello
City of Rocky Mount Water Resources Department PO Drawer 1180 Rocky Mount, NC 27802-1180	City of Rocky Mount Water Resources Department PO Drawer 1180 Rocky Mount, NC 27802-1180
EMAIL: <a href="mailto:Jim.Connolly@rockymountnc.gov">Jim.Connolly@rockymountnc.gov</a>	EMAIL: <a href="mailto:James.Costello@rockymountnc.gov">James.Costello@rockymountnc.gov</a>
FAX: 252 972-1633	FAX: 252 972-1424
TELEPHONE: 252 972-1336	TELEPHONE: 252 972-1401



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## Treatment Plant Tour Guidelines

Tours can be scheduled Monday through Friday: 9:00 am to 2:00 pm; No weekend or holiday tours.

Tours are available at the following facilities:

**Tar River Wastewater Treatment Plant | 3031 Treatment Plant Road – Rocky Mount, NC 27801**



PowerPoint Presentation and Walking Tour  
*(est. 2.0 hours; 20 person maximum)*

This plant is permitted to treat twenty-one (21) million gallons per day of wastewater by a pure oxygen activated sludge process using the Air Products “A2O OASES” biological nutrient removal process which provides both nitrification (*conversion of ammonia to nitrates*) and denitrification (*conversion of nitrates to gaseous nitrogen*). The effluent is filtered and disinfected before being returned to the Tar River. Waste activated sludge is aerobically digested to permitted parameters and recycled through land application.

**Sunset Water Treatment Plant | 1660 Sunset Avenue – Rocky Mount, NC 27802**



PowerPoint Presentation and Walking Tour  
*(est. 2.0 hours; 24 person maximum)*

The City operates two (2) Water Treatment Facilities, Sunset WTP and Tar River WTP. The Sunset Water Plant is located across from City Lake, and it is the preferred plant to host tours. The capacity of both Water Plant(s) is permitted at 30 MGD per/day with a capacity of 26 MGD. Average daily demand is 10 MGD. Both plants serve approximately 80,000 customers. The City has approximately 450 miles of water distribution lines.



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## 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 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 Driver's License or State/County issued ID card 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 are prohibited.
- \_\_\_\_\_ **DO NOT TOUCH** any Switches, Buttons or 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.
- \_\_\_\_\_ Hardhats, eye, and ear protection may be issued for the tour depending on the area of the plant you may visit. Please always keep them on 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. 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.
- \_\_\_\_\_ Visitors must wash hands thoroughly or use hand sanitizers. The city of Rocky Mount Water Resources Department strictly adheres to all public health and safety guidelines and are proud to exceed all state and federal water and wastewater standards. However, to avoid the possibility of any health risks, wastewater treatment plant visitors are required to wash their hands or use hand sanitizers 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 must be at least 10 years old, or in the 5<sup>th</sup> grade. **NO EXCEPTIONS.** There must be a ratio of 1: 10-1 adult per 10 students for all 5<sup>th</sup> to 12<sup>th</sup> grade school groups. **Release of Liability Forms** must be signed by parent or guardian of any person under age 18.
- \_\_\_\_\_ **WALKING TOUR:** Groups must not exceed 20 persons and must be 18 years of age or older, including chaperones. Please note that if additional tours are needed, they will not be scheduled for the same day.
- \_\_\_\_\_ For your safety, outdoor tours will be canceled during inclement weather. City of Rocky Mount personnel reserve the right to cancel and/or reschedule a tour.

*Thank you for your cooperation.*



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**This form must be completed by all attendees.**

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School or Group Name

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Date of Tour

**RELEASE OF LIABILITY FORM**  
**City of Rocky Mount Water Resources Department**

I hereby sign this release on behalf of myself/my child (*circle appropriate person*). I understand that these are fully operating water and wastewater treatment facilities which include potential hazard areas. I understand that the signing of this release is in consideration for being allowed to tour the facilities of the Rocky Mount Water Resources Department. I further understand the purpose of this release is to protect the Rocky Mount Water Resources Department and its agents from liability of any injury, claim or damage to myself/my child that may occur during or may arise out of my/my child's participation in the tour.

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Print Name of Person going on tour

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Print Name of Parent or Guardian, if under 18

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Signature of Person going on tour

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Signature of Parent or Guardian, if under 18

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Age of Person going on tour, if under 18

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Street Address

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City, State, Zip

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Telephone Number

Return this completed form to your Group Tour Facilitator.



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**PLANT TOUR ATTENDEE LIST**- Please list everyone in your group. **\*\*All participants over 18 years of age must bring a valid Driver's License or State/County issued ID card the day of the tour. This completed form must be returned before your tour is confirmed.**

	Name
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