



The City of Rocky Mount

Wastewater Treatment Plant
Water Treatment Plant

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.



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 4 of 5).
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].

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	Darrell Highsmith
City of Rocky Mount Public Works & Water Resources Department PO Drawer 1180 Rocky Mount, NC 27802-1180	City of Rocky Mount Public Works & Water Resources Department PO Drawer 1180 Rocky Mount, NC 27802-1180
EMAIL: Jim.Connolly@rockymountnc.gov	EMAIL: Darrell.Highsmith@rockymountnc.gov
FAX: 252 972-1633	FAX: 252 972-1424
TELEPHONE: 252 972-1336	TELEPHONE: 252 972-1406



City of Rocky Mount | Public Works/Water Resources Departments
TREATMENT PLANT TOUR REQUEST FORM

Contact Information

I have read and accept the [Tour Guidelines](#)

Contact Person

Email

Group/Organization Name

Telephone

Fax

Street Address

City

State

Zip Code

Group Information

Type of group

Resident

School Group

Private Business

Government Officials

Education Program

Other

of Adults

+

of Children

=

Group Total

Please attach your completed [Plant Tour Attendee List](#)

Tour Type

Tour choices. All tours are walking tours unless otherwise specified.

Tar River Regional Wastewater Treatment Facility

Sunset Water Treatment Plant

Date & Time Requests

1st Date Choice

Time

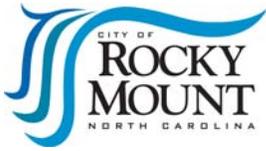
2nd Date Choice

Time

Please attach a separate sheet about any special needs, interests or focus areas for the tour.

Liability Release

On the day of your tour, please bring completed Release of Liability Forms for all attendees. **This is required.**



This form must be completed by all attendees.

School or Group Name

Date of Tour

RELEASE OF LIABILITY FORM
City of Rocky Mount Public Works & 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 City of Rocky Mount and its agents from liability from any injury, claim or damage to myself/my child that may occur during the course of or may arise out of my/my child's participation in the tour.

Print Name of Person going on tour

Print Name of Parent or Guardian, if under 18

Signature of Person going on tour

Signature of Parent or Guardian, if under 18

Age of Person going on tour, if under 18

Street Address

City, State, Zip

Telephone Number

Return this completed form to your Group Tour Facilitator.



The City of Rocky Mount

Wastewater Treatment Plant
Water Treatment Plant

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 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 keep them on at all times 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 Public Works & Water Resources Department strictly adheres to all public health and safety guidelines and is proud to exceed all state and federal water and wastewater standards. However, in order 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 5th grade. **NO EXCEPTIONS.** There must be a ratio of 1: 10-1 adult per 10 students for all 5th to 12th 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.



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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