

**U.S. Environmental Protection Agency
Mountains & Plains - Region 8
Tour Request**

We are pleased to invite you to visit our Region 8 Headquarters building, which stands as a tangible example of our mission “to protect human health and the environment.” We have developed a tour program that will introduce you to the design features, green products, innovative technologies and business practices that make this building a model of sustainability. Tours generally take about 1 hour.

As you tour our building, please remember that this is a working office. We have designed our tour route to reduce disruption to our staff, and we appreciate your assistance by keeping your voices down as we tour. To provide the highest quality tour experience and minimize disruption, we keep tour groups small (preferably 6 and no more than 25 people to a group).

Visitor hours for the building are 9 a.m. to 4 p.m., Tuesday through Friday. The 1st and 2nd floors are open to the public; please feel free to visit our Library and Environmental Information Service Center on the 2nd floor. You must be accompanied by a Region 8 employee to visit floors 3-9. The building is not open after hours, on weekends or on federal holidays.

Visitor/Group tours are scheduled by appointment Tuesday through Friday, between the hours of 9 a.m. and 4 p.m. We are offering tours to students (grades K-9) and High school groups; please plan to have at least 2 adults accompany each school group.

You may use the form on the back to request a group tour, or you may call us at 303-312-6836. We will do our best to accommodate you. We will let you know as quickly as possible when your tour group is scheduled.

Our building is designed to provide a high level of security for the people working inside.

Here are some things you can do to help make our security check-in process go smoothly:

- Please be sure that your tour was confirmed with the tour coordinator before you come.
- Provide us with names for people in your tour group no later than 3 days before the date of your scheduled tour.
- All visitors need to bring a government-issued picture ID (i.e., a driver's license) or students need a school ID with you on the day of your tour. You will be asked to show this ID as you enter the lobby.
- Arrive 15 minutes before the start of your tour. **No Earlier.** Unless arranged in advance. Our security screening process is similar to screening at the airport: you will be asked to walk through a magnetometer (removing metal objects from your pockets) and your coats, bags etc. will be x-rayed. We regret that we do not have facilities to check coats or bags.
- You will be provided with a visitor badge after you pass through security. Please wear this at all times while you are in the building.
- Cameras are not authorized or photo's taken with the cell phone.

Photography is not allowed in the building. We have a library of building photos which are available.

Questions? Please call 303-312-6836 or Fax- 303-312-6961. We look forward to seeing you.

Looking for driving directions or parking?<http://www.epa.gov/region8/about/directions/index.html>

Looking for parking? See link below for a list of all parking in downtown.

http://www.experiencedowntowndenver.com/splashmap/tdm_splash_map/bin/tdm_splash_map.html

Union Station Parking

[http://www.homeandabroad.com/browse/details/sites.ha?mainInfold=172&tabRef=details&rqs=\\$rqs](http://www.homeandabroad.com/browse/details/sites.ha?mainInfold=172&tabRef=details&rqs=$rqs)

Patty Provencher
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EPA Region 8 Tour Request Form
(Please Send in Word Document)

Do not send PDF!!

1. Name of Contact: _____

2. Daytime Phone Number: _____

3. Email address: _____ Fax # _____

4a. Name of group _____

4b. Number in group: _____

5. Preferred Day(s): _____

6. Preferred Time(s): _____

7. Is the group interested in a particular aspect of the building?

8. Are you planning on incorporating sustainable (“green”) building practices into your organization (including new design and construction and/or operations and maintenance)? If yes, please explain:

9. Do individuals in your group require special accommodation? If so, please specify.

10. We are always interested in knowing more about our participants that come on a tour of our building. Please write one to three sentences about your company, business, and organization or if a school what is your area of study.

11. How did you hear about us?

Persons attending the tour:

Names

Business/Organization/Company/School

Title/Areas of study