

## General Tour Information & Educational Activities

The Mid-Continent Ecology Division (MED) welcomes visitors to observe and learn about the research activities at this facility, and encourages the staff to participate as stewards for activities promoting environmental awareness. The following guidelines are recommended.

**ELIGIBILITY:** Clubs, technical, college, and university classes; and other organizations with specific interests in environmental research issues are welcome. Because of the technical nature of the subject matter and possible safety hazards, routine lab tours for groups with younger participants may be accepted under special circumstances (e.g., during open houses, workshops, or special events). Activities provided these groups must be appropriate for educational purposes with minimal potential impact to the facility. Each member of the tour group **MUST** adhere to Division Health and Safety policies which include wearing the furnished safety glasses. Those wearing open toed shoes and clog style shoes or shorts will not be allowed into the laboratories.

- A. General Tour: All groups meeting the eligibility requirements will be offered a general tour of the Division consisting of:
- 1) A short introductory presentation to inform visitors of the mission and goals, and the means to attain these goals. This presentation is given by the Outreach Coordinator (OC) or appointed staff, and may also be provided as a Microsoft Powerpoint Presentation.
  - 2) A guided tour of the facility that will present in greater detail the research programs in progress.
  - 3) A series of two to six stops during the guided tour, at previously determined laboratory rooms or other locations, to showcase some of the materials and methods used for research at the facility.
- B. Specialized Tour: The content of this tour is left to the discretion of those individuals (specific interest group, laboratory employee) requesting the tour, but the tour will follow all laboratory Standard Operating Procedures for safe access to all areas. Participants in the tour often would like to talk with the scientists; therefore, it is necessary to tailor the tour to the group. Additional activities (i.e., informational presentations, demonstrations of educational units) may be included in the tour.

**TOUR REQUESTS:** All tour requests should be forwarded to the Outreach Coordinator (OC) for tour coordination. Requests (written or oral) should be submitted at least two weeks in advance of the desired tour date. An alternative date should be specified in case the first choice is not possible. Requests received less than two weeks in advance may not be honored. Requests are not confirmed until tour guides have been determined. The OC will send all approved tours a letter or e-mail confirming the date

and time of the tour. Tours are most easily accommodated Tuesday through Thursday during normal core business hours (9:00 a.m. - 3:00 p.m.). Tours outside of these hours (e.g., evenings/week ends) are possible but are more difficult to arrange. A maximum of two tours per month can be accommodated. Detailed tour policy guidelines may be obtained from the OC.

**CANCELLATIONS:** Groups that must cancel their scheduled tour should do so as far in advance as possible. This can be done by writing or calling the OC.

**EDUCATIONAL ACTIVITIES:** The Mid-Continent Ecology Division (MED) provides guest speakers on environmental topics for public and private schools, clubs, technical colleges and university classes. We also assist with science fair projects and other classroom activities. Contact the Outreach Coordinator who will direct your request to the appropriate staff member.

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