



EPA Region 8 Headquarters Building

1595 Wynkoop Street
Denver, CO 80202-1129

Conference Center Visitor Guidance

Starting May 31, 2010, all visitors to the Regional HQ facility will be required to check-in at the front lobby receptionist desk, to include visitors for meetings/events located in the Conference Center. Visitor hours at the Regional HQ facility are from 6:30am to 5:00pm, Monday through Friday. All visitors must have a valid photo ID, must pass through security screening and must obtain a visitor pass. Visitors will log in at the reception desk in the main lobby, where a temporary visitor badge will be issued and worn on the front of the individual's clothing.

EPA sponsors of any meeting, conference, function, or individual with 5 or more visitors or guests entering the Regional HQ facility are required to send a guest list via email to: R8Guest@epa.gov. The list should include:

1. Full name of each person.
2. Agency, company, or business entity's name.
3. Date, time, location, and purpose of meeting.
4. EPA sponsor's name, contact information, and program office.

EPA employees from other regions and employees from other state and federal agencies are considered "outside guests" and must be included on this list. The R8 Security Office requires this list at least 24 hours prior to the meeting time.

Clipboards containing the attendance roster for the meetings being conducted for the day will be placed on the reception counter for attendees to sign in. The visitor will then be instructed to proceed to the 2nd Floor via the atrium stairs or elevator. Conference Center attendees are not allowed above the 2nd floor without having an EPA Employee, Grantee, or Contractor escort.

Any visitor exiting the building during breaks or lunch, will be required to pass through security screening upon return each time. At the conclusion of the conference, the visitor must sign out and turn in their temporary visitor badge to the reception desk in the main lobby.

This process allows us to maintain accountability of all personnel inside the Regional HQ facility in the event of an emergency situation or evacuation.

Please contact the R8 Security Office at 312-6886 reference any questions.