

# CIRCULAR

DATE January 28, 2015

## POLICY FOR BEP COURTESY FLOOR TOURS IN PRODUCTION AREAS

REVIEW DATE: January 28, 2020

### 1.0 PURPOSE AND SCOPE

This circular establishes the policy on Bureau of Engraving and Printing (BEP) courtesy floor tours through production areas and the Office of Engraving, and is applicable only to the Washington, District of Columbia (DC) Facility.

### 2.0 POLICY

To minimize disruption to operations, BEP reserves floor tours for certain dignitaries.

### 3.0 SUPERSESSON

This circular supersedes Circular No. 40-00.11, "Policy for BEP Courtesy Floor Tours in Production Areas," dated January 21, 2003.

### 4.0 PROCEDURES

The following procedures must be adhered to so disruption to production will be kept to a minimum.

- 4.1. Courtesy floor tours are given to members of Congress, Treasury officials at the Deputy Assistant Secretary level and above, and any other high-ranking government or administration official.
- 4.2. Courtesy floor tours may be given to others at the discretion of the Director or the Chief, Office of External Relations.
- 4.3. Groups touring the production floor are usually limited to no more than 10, but will allow up to 25 with the advanced approval of the Chief, Office of External Relations. A group larger than 10 will only be scheduled with the availability of two floor tour leaders.
- 4.4. Periodically, the Tour Office will notify the Offices of Security, Engraving, and Security Printing of scheduled floor tours. The notification shall include the date of the tour and the number of visitors.
- 4.5. When Members of Congress and other top officials arrive for a floor tour, they are to be personally greeted, whenever possible, by the BEP Director, Deputy Director or in their absence, the Chief, Office of External Relations.
- 4.6. Floor tours are scheduled between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday. During peak tour season (April through August), floor tours may be scheduled until 4:00 p.m.
- 4.7. Children under the age of eight are strongly discouraged from being on the production floor for tours where heavy equipment and rolling machinery are located. The Director must approve all exceptions.
- 4.8. Requests for floor tours, either by telephone or in writing, must be sent to the Chief, Office of External Relations. All floor tours must be approved by the Chief, Office of

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External Relations. If approved, it will be scheduled through the Public Service Division's Tour Office. If the request does not meet the policy guidelines, it will be denied and other tour options recommended.

- 4.9. Visitors on floor tours shall be led through each area in one direction and shall not return to an area previously viewed. A group may return to an area if production was down with approval from a Supervisor. A safe distance must be maintained from machinery and other potential hazards.
- 4.10. Visitors are not permitted to take photographs or film on floor tours.
- 4.11. The floor tour leader, in coordination with the production employee, may demonstrate the effectiveness of the currency inspection system with a sample. Following a demonstration, the production employee assumes responsibility for the sample.
- 4.12. Floor tour leaders shall be familiar with the primary and secondary emergency exit routes of the tour areas.

## **5.0 ENVIRONMENT, HEALTH, AND SAFETY (EHS) PRECAUTIONS**

All floor visitors should be informed of basic EHS precautions, as follows:

- 5.1. The manufacturing of currency can pose certain inherent risks. Production areas are noisy, with fast-moving equipment, and heavy loads of supplies. Employees wear different types of personal protective equipment (PPE), at different times, and visitors should take similar precautions while in production areas.
- 5.2. All visitors must remain with the tour group at all times and are not to approach or touch equipment and materials unless escorted by a Bureau employee, or floor tour leader. All members of the tour group are to follow any instructions by the section foreman, designated floor tour leader, or Bureau representative.
- 5.3. PPE is not required for entry into production areas by visitors and tour leaders. However, closed-toe shoes are required for access to the production floor. Floor tour leaders should offer and recommend hearing protection to visitors for personal comfort reasons and because susceptibility to noise can vary among individuals.
- 5.4. The curiosity of children may naturally be piqued by the nature of mass production and volume of in-process currency. Individuals accompanying children must closely supervise them. Tour leaders should also pay close attention to children and their proximity to potential hazards. Children must be supervised carefully and never be allowed to leave the immediate tour group, even momentarily. It is highly recommended that small children be held by the hand at all times while on the tour. Parents or guardians must never allow a child to touch any equipment.

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5.5 In case of emergency, such as a fire alarm, the tour group shall remain together; the floor tour leader accompanying the group will remain with the group. The group will exit the building with the employees of the section and account for all group members at the congregation point (the Tidal Basin side of 15<sup>th</sup> Street). Dignitaries with special security considerations may vary from this emergency exiting requirement on a case-by-case basis.

## 6.0 OFFICE OF PRIMARY RESPONSIBILITY

Public Service Division, Office of External Relations.

**<electronically approved>**  
Larry Felix  
Director