

## Visitor/Guest Information and Instruction

### General:

The Regional Office for EPA Region 6 is located within the Fountain Place building, 1445 Ross Avenue, Dallas, TX. 75202. The office location is at the corner of Ross Avenue and Field Street in downtown Dallas and is surrounded by several daily pay public surface lots that may be used for parking. These lots typically cost between \$5.00 and \$6.00 per day and require that you use a ticket kiosk to obtain your parking ticket. No change is given from the kiosk's so exact ticket amounts will be needed. Place the parking ticket on your dashboard so it is visible from the windshield. Underground parking at our building is available, from Field Street. Prices vary, based on length of stay. There is no EPA Region 6 reimbursement for parking.

Within the building, EPA occupies floors six (6) through thirteen (13). Be sure to use the correct bank of elevators for access and report to the 7<sup>th</sup> floor Reception Desk for check-in.

### Security:

All visitors/guests to the Region are required to check-in with our Reception Desk on the 7<sup>th</sup> floor. This includes EPA employees from HQ, other EPA Regions, other Federal or State Agency's as well as the general public. Visitors/guests will also be required to be photographed and basic information entered into our visitor management system. At the end of the visit, guests will need to check-out through the 7<sup>th</sup> floor Reception Desk **prior to 5:00PM**, before leaving. Any of the following options for access within EPA secured space may be selected:

- Option 1 - provide us with your Government issued SmartCard (SC) or Common Access Card (CAC) for re-programming to allow access within designated areas of EPA, Region 6. This option is not recommended unless the visitor/guest will be with us a minimum of three (3) days or longer and they are willing to have their existing duty station security related programming removed. At the end of their visit with us, they will need to check out through our 7<sup>th</sup> floor Reception Desk. Upon return to their duty station, they will need to have their SC or CAC re-programmed for use again at that location
- Option 2 - provide us with their Driver's License, Common Access Card (CAC) or other Federal/State picture ID in exchange for a Temporary Visitor Access Card that will provide them with access within designated areas of EPA, Region 6. We will retain and secure the visitor's ID while they are on site with us and, at the end of each day or at the end of the conference/event/meeting, the visitor/guest will be required to check out through our 7<sup>th</sup> floor Reception Desk and will be provided with their ID in exchange for the access badge they were issued. If the visitor/guest will be with us for longer than one day and would like to leave their ID with us for the duration of their visit, we can program their access card to provide temporary access for that same length of time and they would not be required to check-in and out with us each day. At the end of their visit with us, they will need to check out through our 7<sup>th</sup> floor Reception Desk.
- Option 3 – for typically short duration visits/meetings within EPA secured space rather than our 12<sup>th</sup> floor conference center, provide us with their Driver's License, Common Access Card (CAC) or other Federal/State picture ID in exchange for a simplified Visitor's badge that will NOT provide access to any area within EPA, Region 6. Examples of these types of meetings are Office of Personnel Management (OPM) background check discussions, arbitration or outside facilitator meetings with Attorney's or other legal representatives, meetings with the public or outside Federal agency or State personnel. We will retain and secure the visitor's ID while they are on site with us and, at the end of their visit/meeting, the visitor/guest will be required to check out through our 7<sup>th</sup> floor Reception Desk where they will be provided with their ID in exchange for the Visitor's badge they were issued. These visitors/guests are required to be physically escorted by their EPA, Region 6 host wherever they go within the Region.