

## Visitor Check-in Policy and Procedures

<p><b>Hours and Location</b></p>	<p>All visitors to the EPA Region 10 office, located in the Park Place Building at 1200 6<sup>th</sup> Ave. in Seattle, must enter at the Service Center. The Service Center is co-located with the Public Environmental Resource Center (P.E.R.C) on the 1<sup>st</sup> floor on the north side of the building, behind the security guard desk. The hours are 7:30 AM to 4:30 PM.</p> <p>Visitors to the Regional office must go through security screening, present photo identification, and check in at the Service Center/P.E.R.C at the beginning of their visit. Visitors will then be escorted to the meeting destination by an EPA host.</p>
<p><b>Fragrance-free Workplace</b></p>	<p>To ensure healthy indoor air for all our occupants, Region 10 is a fragrance-free workplace. We ask all employees, visitors, contractors and grantees to please refrain from using perfume, cologne, essential oils, scented after-shave, lotion, and other fragrant personal care products while visiting Region 10 offices. Thank you!</p>
<p><b>Security Screening and Check-in</b></p>	<p>Before entering the Service Center, guests will go through standard federal facility security screening by federal contractors (like airport security screening). The screening will include a walk-through metal detector and an x-ray screening of packages and personal items.</p> <p><i>The following items are not permitted in EPA space and will be confiscated during screening and turned over to Federal Protective Service (FPS):</i></p> <ul style="list-style-type: none"> <li>Firearms, with or without concealed weapon permit</li> <li>Pepper spray and any other personal defense weapons</li> <li>Razors, scissors or knives over 2.5 inches</li> <li>Work tools, without a work order to perform work in EPA space</li> <li>Marijuana and medical marijuana, with or without card</li> </ul> <p>After the screening process, guests will enter the Service Center and be issued a dated visitor badge with evacuation directions. The badge must be visibly worn by visitors to identify them as guests here to conduct official business with the EPA.</p> <p>Visitors who leave the building must undergo the security check again to re-enter.</p>

## TRAVEL DIRECTIONS

<b>FROM AIRPORT HEADING NORTH on I-5</b>	Seneca Exit - which is on left side of freeway Right onto 6th Avenue First building on right is Park Place Building - 1200 6th Avenue
<b>LIGHT RAIL FROM AIRPORT</b>	Get on North bound train Get off at University Street Station Go up to street level - 3rd Avenue Walk three (3) blocks up University Street Building on right side of block, 6th and University: 1200 6th Avenue
<b>FROM NORTH HEADING SOUTH on I-5</b>	Union Street Exit Left onto 5th Left onto Spring Left onto 6th Go to 6th and Seneca, first building on right: Park Place Building

- ❖ **Parking:** Parking is available in the building and is operated by private vendor, ACE. EPA DOES NOT OFFER OR PAY VALIDATED PARKING FOR VISITORS OR INVITED GUESTS. Also, guests cannot park in designated EPA vehicle parking slots. There are several garages nearby and plenty of metered street parking available.