

NTX Tour Guidelines

- The following guidelines are provided to ensure your tour of the U.S. Postal Facility is both informative and unimpeded. Postal facilities are highly automated mail processing plants that require heavy machinery to expeditiously move mail throughout the facility. The safety of those participating in the tour is a primary concern. Please ensure these guidelines are understood by everyone in your group. As the group sponsor you are personally responsible for the conduct of your group during the tour.
- Visitors must watch for vehicle traffic on the plant floor and yield the right of way when crossing designated vehicle aisles.
- Please do not touch any equipment during the tour.
- Please do not attempt to talk to our employees while they are working. Distractions can lead to accidents.
- Please do not run-in postal facilities. Hold the handrail when walking up or down stairs.
- Always remain with your plant guide and tour group.
- Stay alert and pay attention to your surrounding environment.
- Remember to wear comfortable walking shoes (low heel) and clothing. Open-toed shoes, sandals or high heels are not allowed on workroom floor.
- No cameras, video recorders, radio headsets or cellular phones are allowed during the tour.
- No food, drinks or smoking is permitted on the workroom floor. Smoking is permitted only in designated areas.
- No loose clothing, purses, briefcases, dangling jewelry or hair below the shoulders are allowed. Long hair must be pulled back or put up in an appropriate manner.
- Cell phones calls are not allowed on the workroom floor during the tour.
- Possession of firearms and other dangerous weapons on Postal Property is Prohibited by law.
- Visitor badges must be always worn. Plant representatives will notify you of where and when you can obtain a visitor's badge.