

## **Visiting US EPA Region 2's Headquarters 290 Broadway New York, NY**

U.S. EPA Region 2 fosters and maintains an environment where a top priority is the protection of our employees, working within our offices and the general public visiting our facilities. Because we are a federal government facility, employees and guests alike must adhere to facility access rules and procedures as established by the U.S. EPA and the U.S. Department of Homeland Security's Interagency Security Committee. This information is being provided to you, our guest, as a guide to help you understand what items are prohibited from being brought into the facility, thereby providing consistency while also preventing confusion at the screening checkpoint when you arrive for your scheduled visit.

When you visit our facility please remember that you will need to have a valid, unexpired, government-issued photo identification to enter (*e.g. - Driver's license, Passport, U.S. military ID, Permanent resident card, State issued ID*); you will be asked to go through a metal detector; you may undergo a pat-down procedure; you may be asked to sign a Visitor Log and be escorted by an EPA employee.

### **Prohibited Items**

Beyond validating the identities of those individuals who have business with EPA, visitors to the Region's facilities need to be aware that the U.S. Department of Homeland Security has established a baseline list of items which are prohibited from being brought into a federal facility. The items that are prohibited in federal facilities include any item prohibited by any applicable Federal, State, local, and tribal law and/or ordinance, as well as firearms, bladed, edged, or sharp implements/weapons, including knives, scissors, any type of metal object or device with pointed tip(s), dangerous weapons, explosives, club-like items and striking devices, and/or other destructive devices (including their individual parts or components) designed, redesigned, used, intended for use, or readily converted to cause injury, death, or property damage.

### **On the Day of Your Visit**

Visitors are only permitted within the facility between the hours of 8 a.m. – 6 p.m., Monday through Friday. Upon your arrival to our offices, please proceed to the security guard stationed outside of the main entrance door at 290 Broadway, located at the intersection of Broadway and Duane Streets. You may proceed directly to the on duty security guard, there is no need to wait on the security line. Please inform the guard that you have a meeting within EPA Region 2's offices. Prior to your arrival your meeting host should provide you with a meeting notice including a point of contact (name and telephone number) and the location (floor and/or conference room) for your meeting in written or electronic format. Presenting a copy of this meeting information to the guard will facilitate your entry.

Once the guard has directed you to proceed through the main entrance, visitors from the private sector as well as federal employees visiting from another facility will be asked to provide an unexpired, government-issued photo ID to the security guards prior to entering the building. Once inside, you and your parcels, bags and packages will be screened through security equipment. Once you have completed screening, you will be permitted to proceed to your meeting destination.

If you have any questions or concerns, please speak with your EPA host, or EPA Region 2 Security at (212) 637-3333.