

5/19/04

If someone requests entrance to MIS and you do not know them, please do the following:

- 1) Ask what company they are from and what they are here to do
- 2) Ask for an ID
- 3) Ask who their City contact person is, and what department, then call that employee to verify they are aware someone is here for the stated purpose (ex: Hexagram for Utilities)

If anyone refuses to answer your questions, then they cannot enter MIS.