

# Visitor Information

## PPG Monroeville Business & Technology Center (MBTC)

440 College Park Drive • Monroeville, PA 15146 USA • 724-325-5100

### BEFORE YOUR VISIT

- **Citizenship** – PPG MBTC is a controlled-access facility. All NON-US CITIZENS (without green cards) MUST BE PRE-APPROVED BY SECURITY IN ADVANCE, OR THEY CANNOT ENTER THE FACILITY. This includes PPG employees and US persons working for a foreign-based company not incorporated in the US. Your host will provide you with a *Request for Approval of a Foreign National Visitor Form* to complete and return at least one week prior to your visit.
- **Visitor List** – At least one week before your visit, provide the names, citizenship, company name, visit dates, and the arrival/departure times of all visitors in your group to your host or site contact.
- **Special Accommodations** – Alert your host of any physical limitations or special needs.

### DAY OF VISIT

- Register with the guards in Building E (main entrance) and show a valid photo ID such as a valid driver's license, passport, or PPG employee photo ID. Allow several minutes for this process.
- You will be issued a facility badge, which must be displayed prominently on your person at all times. Remember to return your badge and sign out at the guard's desk in Building E when you leave the facility.
- Recording devices such as cameras and cell phones are not permitted for non-PPG visitors. Guards will hold these at the front desk. If a non-PPG visitor brings in a laptop, the guards will place a sticker over the camera lens.
- Photos cannot be taken without pre-approval.
- Non-PPG visitors must always be escorted by PPG staff.
- MBTC is a tobacco-free campus. Use of tobacco and tobacco-like products is strictly prohibited.
- Drive safely and obey all traffic signs. Speed limit is 15mph.

### TOURS

Proper safety attire is required in the labs. You MUST wear long pants that come down to the top of your shoes (no shorts, capris, skirts, or dresses). Your shoes must be fully enclosed, flat, and non-permeable (no mesh, cloth, canvas, open-toe, sandals, high heels, ballet-style flats, or slide styles). Lab coats and safety glasses will be provided.

### SITE EVACUATION

In the event of an emergency, exit the building using the closest, safest route and gather near the flagpole located outside of site main entrance. Once an "all clear" has been announced, you may re-enter the building. Dial **7777** if an emergency occurs.

### FOOD SERVICES

The cafeteria is located down the steps in the lobby within Building E and provides eat-in and take-out options. Café weekday hours are 7AM-10AM (Breakfast) and 11AM-1PM (Lunch). Both cash and credit cards accepted. The cafeteria also offers in-house catering. Work with your host to place a catering order at least one week in advance. Use of outside caterers is discouraged.

### WIFI CONNECT

Guest Wi-Fi password is unlock the potential. Your MBTC host must then approve your request via email.

### CAMPUS DIRECTIONS

MBTC is located 17 miles east of Downtown Pittsburgh. Follow directions below once on campus:

- Bear left at "Y" intersection. Enter visitor parking on right in Lot A near main entrance.



### AIRPORTS

PIT is the closest commercial airport. Use AGC for private planes.

- [Pittsburgh International Airport \(PIT\)](#) 35 miles (35-45 min)
- [Allegheny County Airport \(AGC\)](#) 21.5 miles (30-40 min)

### HOTELS

Preferred Hotels close to MBTC

- [Hampton Inn Pittsburgh/Monroeville](#)  
3.1 miles (7 min)
- [SpringHill Suites by Marriott Pittsburgh Monroeville](#)  
3.2 miles (7 min)
- [Courtyard by Marriott Pittsburgh Monroeville](#)  
3.5 miles (11 min)

### RESTAURANTS

Some nearby eateries

- [Palmieri's Restaurant](#) 1.8 miles (4 min)
- [Golden Palace Restaurant](#) 1.9 miles (4 min)
- [Golden Goblet](#) 2 miles (5 min)
- [Eighty Acres Kitchen & Bar](#) 2.2 miles (5 min)