

UNIVERSITY OF IDAHO

6th STREET GREENHOUSE POLICIES

GENERAL

The University of Idaho's 6th Street greenhouse is one of several facilities falling within the purview of the Palouse Research, Education, and Extension Center (PREEC). With the cooperation of the PREEC superintendent and greenhouse committee, the greenhouse manager is responsible for providing for, instituting, and enforcing general policies and guidelines for use of the greenhouse facilities, including an array of growth chambers. The objective of these policies is to ensure that quality greenhouse space is available to departmental and university faculty, students, and staff, and that the space is used efficiently, appropriately, and safely.

The greenhouse manager is responsible for the day-to-day operations of the greenhouses, including providing for structural/equipment maintenance and replacement (exhaust fans, high intensity discharge lamps, electrical relays, etc.), handling requests and assignments for greenhouse and growth chamber space, billing for space usage, pest management, managing the automated environmental control system, and accommodating special research requests. Additional greenhouse services, such as bale preparation, watering, pot-washing, etc. are available for a fee.

POLICIES AND PROCEDURES

1. Orientation and Access

All regular, first time users of the greenhouse facilities are required to schedule an orientation session which stresses safe use of the greenhouse and associated growing environments. This session will introduce the user to the greenhouse facilities and include discussion/demonstration of correct procedures for lab/headhouse usage, disease and pest avoidance/control, and safety. Greenhouse users must view the Worker Protection video and submit a signed copy of the policies and operations statement to the manager. Vandal Card access for after-hours/weekend greenhouse use is issued only after new students and staff have attended this orientation. Additionally, supervising faculty must approve all after-hour access in writing, preferably by email.

2. Space Allocation and Entrance Protocol

Requests for short- or long-term space allocation must be made using a Space Request Form. Current space demands, project size, user cleanliness and cooperation and project importance are all considered when allocating space. Every effort will be made to provide space to all those who need it. Greenhouse users will be charged for the space, services, and resources they use according to the Space Fee Schedule and Service Fee Schedule.

In the event of a shortage of bench space, space allocations may be reduced to ensure access by all faculty and graduate students needing to use either a greenhouse compartment or growth chamber. Conflicts will be resolved by the PREEC superintendent, based on justifications for space and recommendations of the manager. As CALS/PREEC funds the cost of maintenance and the greenhouse manager salary, associated faculty/staff are given priority for use of space. The same is true for the use of growth chambers, with an additional proviso. Researchers outside CALS/PREEC can contract to rent space for no longer than a 12 month period, renewable if there is available space.

Only materials needed for student club, research, and teaching projects are to be stored at the greenhouse and only in areas designated by the facility manager. Any greenhouse access keys

issued to a user are to be returned promptly to the PSES office when access to the greenhouse is no longer needed. Users departing the UI are obliged to notify the greenhouse manager so that after-hours Vandal Card access can be revoked in a timely fashion.

Personal material of any kind (ex. food, coffee cups, etc.) is not allowed in the greenhouse compartments or growth chambers.

3. Materials and Supplies

Greenhouse facility users are expected to purchase their own expendable research supplies, including, but not limited to: soil mix, fertilizers, labels, markers, etc. The greenhouse staff maintains the fertilizer injector cart with a general-use fertilizer (currently Peters 15-16-17 at 200ppm nitrogen) and limited general-use headhouse supplies. When soil is received from a supplier, the greenhouse staff will notify the appropriate party and arrange to assist in moving the bales into the fenced storage area. The greenhouse manager is available to assist with sourcing of materials and supplies.

4. Maintenance Responsibilities

Greenhouse compartment users are responsible for cleanup of any tables or benches used in the headhouse. During the project and upon project completion, users are required to clean their respective greenhouse space. If someone under the greenhouse manager's direction must clean up for a facility user, they will be billed for the work. A \$50 fee is associated with this action and will be assessed by the greenhouse manager (in association with the PREEC superintendent) to the project during the quarterly billing. For all growth chamber users, an automatic fee of \$25 is assessed at project completion to help cover the costs associated with cleaning and disinfecting walls, floors, and benches in preparation for the next user. For greenhouse and growth chamber users, all plants and soil no longer needed for an experiment must be promptly moved outside to the dumpster or otherwise disposed of.

5. Pesticide Applications/Safety/Entrance Protocol

The facility manager is responsible for maintaining acceptable insect/disease control. Users assist as scouts and are asked to report any infestations immediately. Most pesticide applications require closure of only the compartment being sprayed, most commonly for 4 or 12 hours. Pesticide warning signs will be posted on compartment entrance doors. On the rare occasion when a 24H product must be used, an entire corridor or corridors will be closed for at least 18H. Currently, there is an agreement that this type of event will occur on Fridays at noon. This permits users time to water their plants on Friday morning and gain access generally the following morning at 0600.

Any chemical applications to plants for pest control must be applied by the facility manager or approved, Idaho-licensed staff member, or applied by others under the manager's direct supervision. Failure to do so can result in loss of privileges.

The greenhouse manager and the UI Environmental Health and Safety Office must be notified immediately of any chemical spill or other safety hazards. Users should familiarize themselves with the safety information available on the information board located next to the greenhouse manager's office.

Because of the variety of ongoing projects and potential for contamination, a strict greenhouse entrance protocol is enforced at the university greenhouses. Please restrict your movements to general use areas and your specific research area. Acquire permission to enter other areas with the specific researcher or facility manager. Due to potential for contamination, users are asked not to visit any other greenhouse or growing environments on the same day that 6th St. is accessed. Additionally, it is recommended that if your work day includes a visit to a farm field or other greenhouse facility, or anywhere else where you might come in contact with pests that can be

transported, that you avoid visiting the greenhouse that day or arrange to visit your greenhouse compartment or growth chamber first.

6. Plant Material/Quarantine

The greenhouse manager must be notified at least one workday **BEFORE** any new materials (plants, soil, chemicals, equipment) are brought into the greenhouse or moved from compartment to compartment within the facility. Following an inspection, plants allowed into the facility will be first held in the quarantine room. Generally, within a few days, plants will be moved from quarantine to the researcher's chamber/compartment. Failure to comply with this quarantine policy will result in immediate removal of the materials, accompanied by the loss of greenhouse use privileges. This procedure reduces the risk of bringing new pests into the facility and reduces potential problems for the entire community of greenhouse users. The facility manager may, at his/her discretion, close the quarantine room simultaneously with the arrival of new plant material to make a preventive spray application.

Testing of biologically active agents or projects involving insect release into cages, must be cleared with the facility manager, greenhouse committee, and PREEC superintendent. This procedure is necessary to ensure that the agents are compatible with ongoing projects in any of the greenhouse facilities and that there is no risk of long term contamination of the facilities.

7. Greenhouse Improvements

Minor improvements or modifications of any greenhouse facility require approval of the greenhouse manager. No large implements or devices may be brought into the greenhouse without prior manager approval. Major improvements or modifications of any greenhouse facility require approval from PREEC administration in coordination with the greenhouse committee. Some faculty have funded greenhouse improvements such as additional lighting in a given compartment. Projects paying for approved improvements may have priority for use of the space. However, the needs of other users will also be considered.

8. Health and Safety

All users will abide by health and safety regulations instituted by the University of Idaho Environmental Safety Office. Users are expected to follow safe work practices and abide posted health/safety signage. Users will notify the greenhouse manager or staff of any potentially harmful practices or concerns when noted. Additionally, no running is permitted in greenhouse facilities except in emergencies. No smoking is permitted in any greenhouse facility. Violators of safe work habits are subject to revocation of greenhouse access privileges. While pets and children are not forbidden, it is highly recommended that you remain constantly aware of their whereabouts and activities.

I have read, understood, and agree to abide by these policies. I have viewed the state-required Worker Protection Video for Idaho agricultural workers.

Signature of Greenhouse User Printed Name Date

Greenhouse User email address STATUS: student-grad/undergrad, staff, faculty

Campus Phone Name of Principal Investigator/Supervisor

FOR USERS AUTHORIZED AFTERHOURS ACCESS ONLY:

Vandal Card Afterhours Access Authorization Agreement

Below is a list of some, but not all, activities that will lead to loss of greenhouse access privileges. Please initial each area to indicate that you are aware of the following violations:

- Leaving doors open for any reason _____
- Entering or attempting to enter a secure area without first swiping Vandal Card _____
- Entering area with another individual's ID card _____
- Providing access to any un-approved individual _____

Signature

Greenhouse Staff Member Signature

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