



Department: Biology

Policy Title: Greenhouse Policies & Procedures

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Approved by: Julie Schmidt

Greenhouse Policies and Procedures

Section 1: Entry and Security

- The Greenhouse will stay locked at all times.
- Access to the Greenhouse is limited to authorized personnel only. Visitors (including children) must be properly escorted and supervised by an authorized faculty or staff member at all times. Authorized students are not permitted to chaperone unauthorized individuals.
- Authorized faculty, staff, and students will be able to enter the Greenhouse freely.
- Authorized individuals should not provide unsupervised access to anyone. If you meet someone who needs access to the Greenhouse, refer them to the Greenhouse Manager. Their contact information is on the outside doors of the Greenhouse.
- Requests for authorization can be emailed to the Greenhouse Manager.
- An authorized individual must complete safety and usage training before utilizing the Greenhouse.
- A log sheet maintained in the prep area outside the south greenhouse door must be completed each time an authorized individual enters the Greenhouse. This includes the prep area and the growing areas.
- Each time a person leaves the Greenhouse, the outer doors should be tested to ensure they are fully closed and locked.

Section 2: Required Training for All Greenhouse Users

- First time greenhouse and growth chamber users are required to schedule an orientation session with the Greenhouse Manager. In addition to introducing the user to the information in this document and resources available, additional topics to be discussed will include: correct procedures to handle containers, soil mixes, fertilizers, disease and pests control, watering and supplies. A copy of this document will also be provided to the user.
- Refresher training is required every year.



Section 3: Requesting Plant Growth Space for Research

- Requests for greenhouse and growth chamber space must be made using the online request form: <https://forms.gle/JyAk6MPa8wBVKvpC7>
- The space request form must be submitted (2) two weeks prior to the start of the project. One month or more of lead time is preferred.
- Space will be assigned only for the specific time period required by the project. Space can be renewed as needed by making a written (email) request to the Greenhouse Manager. Provide at least two weeks of lead time for extension requests
- Users must confine their projects to the area specifically assigned to their project.
- Users cannot reassign their unused space to others; all space must be allocated using the process outlined in this policy.
- All attempts will be made to fully utilize greenhouse and growth chamber space.
- Delays in project completion should be discussed as soon as possible with the Greenhouse Manager.

Section 4: Cleaning and Sanitation Procedures

- The Greenhouse will be cleaned most frequently as a project ends by involved individuals and the Greenhouse staff. The Greenhouse Manager will notify involved individuals to schedule a cleaning date.
- All plants in the space to be cleaned should be harvested or moved to a designated area by the posted cleaning date.
- All new plant materials should be inspected by the Greenhouse Manager for infestation/contamination before being introduction into the greenhouse. Infected plants will be treated before being placed in the facility or may be denied placement based on current level of infestation.
- Disease and insect problems must be reported immediately to the Greenhouse Manager. Users are not allowed to apply pesticides or control the issue on their own without communicating to the Greenhouse Manager first.
- Any media should be kept clean and free of debris. Do not re-use spilled soil or soil that accumulates on the floor. This should be placed in the compost area.
- All hose ends, water breakers, mist nozzles and other attachments should be hung up off the greenhouse floor when not in use. Water should be turned off and the pressure released. Report hose repairs to the Greenhouse Manager.
- Greenhouse benches are to be kept clean.



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- Greenhouse carts should be swept and sprayed with disinfectant (2% bleach) after use and returned to the prep area.
- Greenhouse space is to be kept clean and orderly by all users. Consult with the Greenhouse Manager for storage alternatives as needed.
- All dirty flats and pots should be washed and restocked by individuals using the Greenhouse.

Section 5: Plant and Soil Waste Disposal

- Please contact the Greenhouse Manager directly for disposal of large quantities of materials (greater than 10-20 pots or trays).
- Plant Material and Soil can be composted unless it is contaminated and/or is recombinant material. There is a loosely defined 'compost pile' under the bridge of the Lied Science and Mathematics building.
- Any plants containing recombinant DNA or other GMO technology as well as any plants, soil, labels or containers containing significant contamination must be autoclaved. Consult with the Greenhouse Manager to determine if your materials need autoclaving before disposal.
- Plastic labels, broken clay pots, paper bags, plastic cell packs, disposable plastic pots can go in the trash.

Section 9: Greenhouse Equipment, Supplies, and Chemicals

- Greenhouse equipment (e.g. heaters and lighting) will be maintained by the Greenhouse Staff. Changes in environmental conditions in individual greenhouse spaces should be requested in writing via email. Greenhouse Equipment is not for personal use.
- Standard supplies (carts, hand tools, labels, pots, flats etc.) and chemicals (fertilizers, pesticides, herbicides, etc.) will be maintained by the Greenhouse Staff. Notify the Greenhouse Manager of any shortages or needs for large quantities of any of these supplies.
- Non-Standard supplies and extras - (specialty pots, special media mixes, different fertilizer, etc.) can be purchased by the individual user and stored in the Greenhouse after notifying the Greenhouse Manager. Clearly label materials that are not for general use.
- The Greenhouse Manager will discuss with the user if a disproportionate amount of supplies is planned for and/or used. Extra supplies may need to be purchased by the user.

Communication and User Responsibilities

- Malfunctions in the environmental control systems should be reported to the Greenhouse Manager in writing or via a phone call. Emergency contact information is posted on each outside door to the Greenhouse.
- Unless an emergency situation is involved, normal after hour/weekend emails will be answered within two (2) business days.



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- Ensure that your safety training is appropriate and up to date.
- Maintain open lines of communication with the Greenhouse Staff concerning the course or status of the project.
- Plan space and supply needs in advance.
- Consult with the Greenhouse Manager if there is a requirement for large quantities or unusual types of supplies.
- Clearly label all material including your name, laboratory name, and the date of planting.
- Submit email requests for assistance, change in routine or change in location (i.e. special watering needs, bench modification, moving plants, etc.)
- Greenhouse users are expected to maintain their own projects.
- Promptly notify the Greenhouse Manager of required repairs, replacements needed (lights, broken glass) or any other problems with the growth facility.
- If preparing trays, soil or pots for later use – materials must be used for planting within (1) week after being prepared.
- Maintain greenhouse space in an orderly manner, paying particular attention to neatness and sanitation.
- Plant materials should be disposed or harvested within 1 week after completion of the project. Allowing materials to become pest infested or overgrown will not be tolerated.
- Notify the Greenhouse Staff promptly when a greenhouse or growth chamber project reaches completion.
- Be aware that the usage of large quantities of materials or supplies may not be able to be financially supported by the Greenhouse Manager. Consider alternative funding for large projects.