

# POLICIES ON SEB GREENHOUSE FACILITY

## I. INTRODUCTION

The greenhouse facility has four controlled environment areas for general research. The following policies are vital to maintain the integrity of the greenhouse facility and its preservation.

## II. DEFINITIONS

**HEAD HOUSE:** Common area in the Greenhouse Facility that connects the four bays

**GREENHOUSE BAY:** Small room where air temperature and humidity can be controlled to fit the appropriate environment necessary for plant research.

## III. POLICIES

- All users are expected to observe good housekeeping rules by returning equipment and unused supplies to proper storage areas and by cooperating in keeping the facilities clean and orderly. Sound sanitation practices are necessary in order to reduce, if not eliminate, disease and insect problems.
- The head house must be kept clean at all times.
- Closed-toed shoes must be worn.
- No food or drinks are allowed in plant growth areas or areas of possible pesticide contamination.
- No smoking is allowed in plant growth areas or areas of possible pesticide contamination.
- Do not touch any of the controls on the control panel in the head house. If you need to change the air temperature, you must contact the SEB Support Staff for approval.
- Bay doors should be kept closed at all times.
- Bay floors should be swept and clean at all times.
- There should be no trash or debris build-up in the bays.
- All watering hoses in each bay should be kept rolled up and breakers/nozzles must be kept off the ground.
- Each bay has its own small tools. This is to avoid transmitting diseases from bay to bay. Each bay's tools should not be mixed up with the others.
- Avoid putting plant material, containers, or tools on the floor or other "contaminated" surface. The floor is not a desirable work area.
- Since bays are not permanently assigned, each user must specify how he/she will be using the bay, if any modifications will be made, and how long he or she plans to use the bay.

- If you are bringing in diseased plants, or insect infested plants (intentionally or unintentionally), you must control the disease and insects at all times and inform all the other greenhouse users.
- Report all insect and disease problems the SEB Support Staff immediately so that its spread can be contained.
- Take care not to contaminate the pasteurized soil in carts or tubs. Only use sterile scoops, dustpans, and brushes on bench surfaces.
- If you are growing plants or designing an experiment that will possibly block light from striking the interior bays, you must first get approval by all of the greenhouse users.
- If you are applying any pesticides, you must first notify all other users before any application occurs.
- Equipment in the head house may be accessible for use, but all users must contact the owner of such equipment directly before using. If you wish to transfer equipment in this area you must gain approval by all of the users before moving the equipment into the area.
- If you are packing plastic pots with soil, this should occur outside in the parking lot. This is to control dust in the head house and bays at all times.
- Do not use greenhouse space for the rearing or housing of personal plants.
- Notify the greenhouse users if unsterile field soil or wild, collected plant material will be brought into the greenhouse.
- All transgenic material must be steamed or autoclaved by the user prior to disposal.
- Clean sinks after each use and limit the amount of soil going down drains.
- Clean worktables and/or potting benches after potting.
- Clean floors and benches during and after terminating experiments.
- Greenhouse facility users should leave the greenhouse and head house as clean or cleaner at the time of completion of an experiment, task or class as it was before using the space