

POLICIES FOR CSES GREENHOUSE USE

1. Research programs in CSES are given priority for greenhouse use.
2. **The Facility Coordinator/Greenhouse Manager, Tina Hart, will serve as the contact person for all users.**
3. Space requests should be submitted to Tina Hart by **JUNE 30** for the following fiscal year.
 - a. Space can also be assigned on an *ad hoc* basis.
 - b. Space assignments will be determined on the availability by the greenhouse manager unless space request exceed availability which will require allocation by the department head.
 - c. Graduate students, post-doctoral students and visiting scientists should communicate their space needs to their advisor/supervisor.
4. Research programs should coordinate among their members to use space efficiently and adhere to best practices.
5. Users are responsible for growing, maintaining, and monitoring their greenhouse/plants including:
 - a. Keeping all areas clean and orderly
 - b. Staking and/or caging tall plants.
 - c. Monitoring and removal of weeds/grass/etc. on the greenhouse floor
 - d. Supplies (pots, trays, fertilizer, etc.)
 - e. Monitoring and treating pests and diseases.
 - f. Discarding plants in a timely manner
 - g. Grow lamps should be turned off when not in use.
 - h. Keep materials, debris, research plants away from radiators, cooling cells, fans, sump pumps, sensors and light fixtures for safety and maintenance.
 - i. Inform Greenhouse manager (Tina Hart) if there are any mechanical, plumbing, or structural problems.
6. Long-term storage of supplies and chemicals **are NOT ALLOWED**
 - a. Minimum supplies needed for daily function will be allowed.
 - i. **“Pet” plants are not allowed!**
7. All plant material and soil should be disposed of properly.
 - a. Contact the SAREC Director (Vaughn Skinner) for proper disposal/permission to use the compost pile.
 - i. Pots, labels, and all other trash must be discarded into trash cans and cannot be disposed of in the compost pile.
8. To date, the CSES greenhouses are not certified for biohazard containment.
 - a. Contact Tina Hart if you have any questions about the procedure for certification.
9. Pest control: follow the practices for ALTH Greenhouses (see in the section **Greenhouse Pesticide Use Protocol**)
 - a. Post notice of intended pesticide use clearly, with date, time, location of intended use, contact person and phone numbers, chemical formulation, EPA registration # and safe re-entry (REI)

- i. Follow all training guidelines and label precautions.
- ii. Use protective clothing (PPE) and respirators as directed.
- iii. In shared greenhouses, consult with the other users before treatments are made.
- iv. Avoid getting chemical spray on the plastic greenhouse walls and equipment such as cooling walls, lights, heaters, water purification units etc.
- v. Remove notices after the REI has expired.

GREENHOUSE PESTICIDE USE PROTOCOL

- **Send an e-mail** to Vaughn Skinner (jskinner@uark.edu) and Tina Hart (tlhart@uark.edu) indicating your intention to spray the day before the application. Once approved by Tina Hart the details of the pesticide application should be sent to Carrie Dean for dissemination.”
- Spray greenhouses **only on Friday evening and after 5:00 pm.**
- **Lock** the greenhouse section doors located on the north and south of each greenhouse.
- **Post warning signs on the exterior of those doors**
 - a. Indicate the name of the responsible party and all contact information for each responsible party (including PI)
 - b. Indicate the safe date for re-entry.
 - i. A flip up warning sign is posted on each green house door.
 - ii. Write the re-entry dates and times clearly!
- Always **lock the exterior breezeway doors** (East and West).
 - a. The breezeway is the long hall along the north side of the greenhouse sections.
 - b. **Post Warning signs** on the East and West breezeway doors.
- **Enter the requested information** on a tablet in the small hallway connecting the breezeway to the headhouse.
 - a. **Include information:**
 - i. about the specific application.
 - ii. contact information, timing, and the nature of the chemical.
- After the warning period clean the information off the greenhouse door signs and put all signs in the non-warning position.

In case of emergency Call 9-911 for Fire and Medical

5-2222 for Police Assistance

5-5448 for Chemical Spill and Radiation

POLICIES FOR CSES GREENHOUSE CHARGES

- Leasing will be charged on one-month increments/ per table/house (no partial table space)
- Space request for each greenhouse will be required. (see attached form)
 - You may request use for however long it is necessary but if you allow someone else to use your requested space during your requested time a separate space request form will be needed for them to ensure proper billing.
- **Charges will be made to cost centers monthly.**
- Faculty PI will provide Tina Hart with a cost center to be charged.
 - Tina Hart will be responsible for sending a monthly list of charges to the departmental Fiscal Support personnel on the first Monday of each month.
- Leasing rate is currently \$1.20/ft²/month.
 - This policy may be revised in the future as needed.
- **Space use audits WILL BE conducted periodically** to ensure the proper use of space.

POLICIES FOR CSES GROWTH CHAMBER USE

1. Research programs in CSES are given priority for growth chamber use.
 2. **The Facility Coordinator/Greenhouse Manager, Tina Hart, will serve as the contact person for all users.**
 3. Space requests should be submitted to Tina Hart by **JUNE 30** for the following fiscal year.
 - a. Space can also be assigned on an ad hoc basis.
 - b. Space assignments will be determined on the availability by the greenhouse manager unless space request exceed availability which will require allocation by the department head.
 - c. Graduate students, post-doctoral students and visiting scientists should communicate their space needs to their advisor/supervisor.
- Users are responsible for growing, maintaining, and monitoring their growth chamber plants including:
 - Keeping all areas (inside and outside the growth chambers) clean and orderly
 - A shop vacuum is provided for cleaning growth chambers between experiments.
 - Mop up spills after watering and sweep up spilled soil.
 - Supplies (pots, trays, fertilizer, etc.)
 - Monitoring and treating pests and diseases.

- Discarding plants in a timely manner
- Quick removal of your project when it is complete as someone else may have time scheduled in the same unit after your project.
- Grow lamps should be turned off when not in use.
 - Keep materials, debris, research plants away from growth chamber lights and equipment for safety and maintenance.
- Inform greenhouse manager (Tina Hart) if there are any mechanical, plumbing, or structural problems.

Provide the following information on the sheet provided on each chamber:

- **FULL Name**
- Principal Investigator
- Start Date **INCLUDING** the year.
- End Date **INCLUDING** the year.
- A contact phone number and email in the notes section

Failure to provide the information can result in incorrect billing of your program.

POLICIES FOR CSES GROWTH CHAMBER CHARGES

- **Leasing will be charged on two-week increments/ per unit.**
- **Fees per growth chamber will be billed once a month.**
- Faculty PI will provide Tina Hart with a cost center to be charged.
 - Tina Hart will be responsible for sending a monthly list of charges to the departmental Fiscal Support personnel on the last day of each month.
- Leasing rate is as follows:
 - Growth Chambers **L4/L5/L2**- \$250.00/month
 - Growth Chambers **M1/M2**- \$150.00/month
 - Growth Chambers **N1/N2**- Reserved for PIs who helped purchase. No Charge until 2029.
 - This policy may be revised in the future as needed.
- **Space use audits WILL BE conducted periodically** to ensure the proper use of space.