

H. F. Thut Greenhouse Policy Biological Sciences Department Eastern Illinois University

I. Introduction

This document establishes the procedures and guidelines for the use and maintenance of the H.F. Thut Greenhouse at Eastern Illinois University. For the purposes of this policy, the H.F. Thut Greenhouse is defined as the greenhouse building, associated inner-courtyard area and outdoor gardens. This policy statement was developed to standardize access and use of the facility; define roles and responsibilities of the Greenhouse Committee (GC), greenhouse staff and greenhouse users relative to the greenhouse facility; and enhance the cooperation between greenhouse staff and users. The GC developed this document and changes should be submitted to the GC for consideration.

II. Mission Statement

The H.F. Thut Greenhouse (HFTG) serves as greenhouse space available to faculty, staff, and students within the Biological Sciences Department at Eastern Illinois University. The facility is dedicated to the acquisition and dissemination of knowledge through research, teaching and outreach activities.

III. Greenhouse Committee

The Chair of the Biological Sciences Department shall appoint the Greenhouse Committee (GC). It shall consist of at least three members of faculty and staff from the Biological Sciences Department as well as the Greenhouse Manager. The committee will make recommendations on greenhouse policy and courses of action. The domain of the GC encompasses all matters that pertain to use of the HFTG. These include:

1. Formulating and/or evaluating policy associated with the HFTG;
2. Influencing quality and cost control on the HFTG by:
 - Advising the Greenhouse Manager on needs of HFTG users;
 - Reviewing and making a recommendation regarding unusual, large, or new expenditures for the HFTG;
 - Reviewing expenditures made by the Greenhouse Manager;
3. Coordinating policy to achieve compliance with requirements for the growth of state and/or federally regulated plant material;
4. Responding to greenhouse policy issues raised by the users of the HFTG, including the resolution of space-use issues submitted to the GC and;
5. Organizing an ongoing strategic planning process to identify specific objectives and strategies for improving facilities and plant care at the HFTG.

The day-to-day operation of the HFTG, including allocation of space, is under the authority of the Greenhouse Manager. If issues deemed appropriate by the committee need to be resolved, a recommendation for resolution will be determined by vote of the GC. In the event of a tie within the GC, the Department Chair will cast the deciding vote. On occasions when the unresolved situation involves a GC member, that member will not vote on the outcome. All other avenues for resolution should be exhausted before issues are brought to the GC.

IV. Greenhouse User Policies

Section 1- Greenhouse user.

A User is defined as an individual who uses greenhouse space, materials, tools or equipment as a function of Biological Sciences Department-related research, teaching and/or outreach activities. Greenhouse Users are members of the faculty, staff or student body in the Biological Sciences Department who are designated as the principal researcher, the instructor of a course, the advising or cooperating faculty member of a graduate or undergraduate student, or faculty advisor of a department-based student organization.

Section 2 - Greenhouse Access.

- a) Access to the greenhouse and support areas is limited to authorized faculty, staff, and students. A faculty member, staff member or student should accompany visitors while in the greenhouse or support areas. Children should be under the direct supervision of an adult at all times.
- b) Use of the facility for tours, classes, or other activities are to be scheduled at least 1 week in advance of the activity.
- c) Users requiring access to the greenhouse or support areas will be provided with the appropriate access. Users who require access must complete an access request form and pesticide safety training with the Greenhouse Manager. Access will be provided only to faculty, staff and students in the Biological Sciences Department. Student researchers and assistants will be provided with keys from the administrative assistant with completed access request form.
- d) Keys issued to users are to be returned promptly at the end of the greenhouse project.
- e) All outside doors, and support area doors and gates are to be locked at all times.
- f) Failure to abide by the procedures and responsibilities set forth in this policy may subject the User to loss of greenhouse use privileges, forfeiture of greenhouse access or other disciplinary measures.

Section 3 - Greenhouse space allocation.

Research, experimental, and laboratory space is available in the greenhouse and in the greenhouse inner courtyard. Space will be assigned on a square foot basis.

- a) Personnel from the Biological Sciences Department who may request space at the facilities include:
 - Faculty and Staff for active research or teaching purposes;
 - Graduate students who have a faculty-approved research project;
 - Undergraduate students who wish to conduct a faculty-approved independent study project for class credit or an honors research project.
 - Other reasonable requests based on space availability and approval by the Greenhouse Committee.
- b) No greenhouse space will be allocated for an indefinite period and may not be expanded without consulting the Greenhouse Manager. Space will be allocated only for the specific time period required by the project. Maximum space assignment is one year. For a longer duration, Users may reapply for the same space.
- c) If the assigned space is not used within two weeks of when the space is made available for use, it is subject to re-assignment. The GH Manager will send an e-mail reminder to the User when the requested space allocation will end or may be subject to re-assignment. If a project cannot be completed in the originally requested period, Users should notify the Greenhouse Manager in writing of the need for an extension of the space allocations. For a longer duration, Users may reapply for the same space.
- d) Greenhouse Users may not assign unused space to other users. Unused space should be reported to the Greenhouse Manager in writing.

Greenhouse Policy Rev 2

Section 4 - Project Request Procedure.

- a) Submit a completed Request for Project Services to the Greenhouse Manager. Forms are available on the Biological Sciences website and/or BioDocs server. Greenhouse Users are encouraged to discuss the options available for greenhouse projects with the Manager.
- b) The Greenhouse Manager will notify the Greenhouse User within 1 week of the disposition of the request. The request will be:
 - reviewed and approved with an indication of the space to be allocated and when it will be available;
 - reviewed and returned for further information; or
 - rejected, with explanation(s) for the decision.
- c) A written appeal may be submitted to the GC by the User denied space.

Section 5 - Responsibilities of Greenhouse Users.

- a) Submit a Request for Project Services to the Greenhouse Manager for space assignment.
- b) Provide plant materials and uncommon or large quantities of supplies for the project.
- c) Submit a written request for pesticide application(s) if required.
- d) Maintain an open line of communication with the Greenhouse Manager regarding project status as it relates to greenhouse use.
- e) Maintain the project areas in an orderly manner. Particular attention should be paid to neatness and sanitation.
- f) All Users are required to maintain an active role in the progress of the greenhouse project.
- g) Plants will be identified with the User's name, date, and plant scientific name.
- h) It is the responsibility of the User to take daily care of plants (i.e., water and fertilize) used in research and experimental projects.
- i) The Greenhouse Manager will assist, when possible, with occasional watering on weekends or during scheduled breaks when needed, but, with the exception of pesticide application, will not take primary responsibility for the care and maintenance of research and experimental plants and projects.
- j) Harvest all plant materials required for experimental purposes in a timely fashion. Plant materials should be disposed of immediately following the project.
 - Exception: If material is required for future work and cannot readily be reacquired (i.e., rare collected specimens) then the user will consult with the Greenhouse Manager to develop a plan of periodic propagation to maintain the material in a compact, healthy condition until further use.
- k) Plant material and used soils are to be collected and disposed of separately from other trash (paper, plastics, wood, metal, etc.). A composting receptacle is available in the greenhouse courtyard for plant material and used soil that does not contain Perlite. Potting mixes that contain Perlite should be discarded in the dumpster, not in the composting receptacle.

Section 6 - Pesticides

- a) All pesticides will be applied by the Greenhouse Manager unless otherwise arranged. The degree of pest control desired by the greenhouse user should be indicated on the Request for Project Services form. Pest control will be at the discretion of the Greenhouse Manager for projects without guidelines.
- b) If a project requires applications of pesticides by greenhouse user(s), this need is to be noted on the Request for Project Services form along with what pesticide(s) will be applied. Pesticide applications by users are to be discussed in advance with and approved by the Greenhouse Manager.
- c) Anyone applying pesticides in the greenhouses must have the appropriate Illinois Department of Agriculture Operator or Applicator license. All applicable pesticide label instructions and EPA Worker Protection Standard (WPS) guidelines must be followed. These guidelines include applying the correct pesticide(s), using appropriate rates, wearing appropriate personal protective equipment, posting approved warning signs and, recording and keeping pesticide application information in the greenhouse records.

Greenhouse Policy Rev 2

- d) Pesticide Application Request forms, EPA WPS Warning Signs and Pesticide Application Record Sheets are available from the Greenhouse Manager.
- e) All greenhouse Users must participate in EPA WPS safety training prior to working in the greenhouse. The Greenhouse Manager will provide this training. Users will sign a receipt indicating they have participated in EPA WPS safety training. Pesticide safety training must be repeated at least every five years.

Section 7 - Equipment.

- a) Problems with greenhouse structures or greenhouse equipment should be reported to the Greenhouse Manager.
- b) Maintenance of equipment dedicated to individual projects is the User's responsibility.
- c) Approval must be obtained from the Greenhouse Committee before any changes, deletions or additions are made to the permanent facilities.

Section 8 - Environmental hazards.

- a) Smoking is prohibited in all areas of the greenhouse.
- b) The use of hazardous materials, organisms, or systems (e.g. radioactive materials, dangerous non-pesticide chemicals, UV lamps, bees, pollutants, etc.) in greenhouse experiments must be reported to and approved by the Greenhouse Manager. A minimum of two weeks notice is required prior to the use of any such materials or systems in the greenhouse to provide adequate time to contact other Users.
- c) Rooms in which hazardous conditions are present are to be kept locked. The rooms are to be labeled with appropriate warning signs. Emergency contacts and procedures also must be posted.

Section 9 - Greenhouse tools, equipment and supplies.

- a) Pots, labels, flats, fertilizer and stakes for small research and classroom laboratory projects can be obtained from the general supply as a service provided by the greenhouse.
- b) Large quantities of media and materials, pots or special pot sizes must be provided by the researcher.
- c) Greenhouse equipment, tools, materials and supplies are to be used for departmental research and/or teaching activities only. Borrowing or using equipment, tools, materials, pesticides and supplies for personal use is prohibited.

Section 10 – Greenhouse Plants.

Plants maintained in the greenhouse and associated outdoor garden areas are considered members of one of the following groups:

- a) Greenhouse display collection. Specimen plants maintained in the collection for botanical instruction and informational purposes. Specimen plants are issued greenhouse ID numbers and are considered permanent. A database of these plants is maintained by the Greenhouse Manager and available on the BioDocs server.
- b) Laboratory plants. Plants maintained for use in laboratories and other department-sanctioned activities such as laboratory demonstrations and cuttings. Laboratory plants are issued greenhouse ID numbers and are considered permanent. A database of these plants is maintained by the Greenhouse Manager and available on the BioDocs server.
- c) Research and experimental plants. Plants used by researchers, instructors and students for the purpose of testing experimental hypotheses and use in classroom laboratories. These plants are not issued greenhouse ID numbers and are not permanent additions to the collection.

Section 11 - New acquisitions.

- a) Specimens to be added as members of the greenhouse display collection or laboratory inventory must be requested in writing and approved by the Greenhouse Committee before they will be accepted.
- b) Plants brought into the greenhouse must be legal to possess and have been legally obtained.
- c) Plants brought into the greenhouse must follow all applicable U.S. Department of Agriculture protocols and regulations. Appropriate documentation will be required if necessary.
- d) The greenhouse does not accept donated plants.
- e) The greenhouse does not provide space for personal plant collections. Do not bring personal plants into the greenhouse to be cared for over vacation periods, personal leaves, or for any other reason. All unauthorized plants will be discarded without notice.

Section 12 - Requesting Plants and Materials.

- a) Request forms are on the Biological Sciences website and the BioDocs server, and should be submitted at least 48 hours before materials are needed if possible
- b) All requests must be made in writing or through e-mail.
- c) Plant material to be grown for classroom use is to be requested with an adequate lead-time.
- d) Reasonable requests for seeds, cuttings, tissue samples etc. will be honored to recognized research or teaching organizations if sufficient material is available.
- e) All non-departmental requests must be submitted in writing and will be reviewed promptly. Approval is at the discretion of the Greenhouse Committee.
- f) We cannot supply material for commercial purposes or to private individuals.
- g) The use of any plant material from the plant collections is to be documented by the requestor for the Greenhouse Manager on the provided form.

1/27/2014