

Truman State University Greenhouse Use Policy

Greenhouse Space Allocation

1. A greenhouse use request should be e-mailed to the greenhouse committee chair at least one week before it is needed. In this request the following should be specified:
 - A. Space requested (refer to the website link to identify table and room).
 - B. Time requested--Since allocation is done on a monthly schedule, choose a month or months you will be using the space. The greenhouse manager will place a laminated copy of this information in the space being used.
 - C. One or two sentence on why the space is being requested.
2. The greenhouse committee chair will approve the use under consultation of the greenhouse committee and, if appropriate, the larger body of faculty using the greenhouse.
3. Greenhouse space will not be allocated for indefinite periods, nor be expanded without consulting with the manager. Please visit: <http://greenhouse.truman.edu> to examine current space allocation and projects.
4. Priority will be given to the needs of the faculty, staff, and undergraduate students. Non-departmental user needs will be met as the facilities permit. Every effort will be made to provide space to all those who need it.
5. Greenhouse users conducting grant-supported research will be expected to include space and supply (pots, soils, fertilizers, and pesticides) charges in their grant requests. A requirement for large quantities or specialized containers and equipment will have to be purchased by the researcher.

Use of the Plant Collections and Plants for Labs

1. Visitors including classes and Tours are welcome in the greenhouse. All groups should be scheduled at least one month in advance with the greenhouse manager.
2. The use of plant material from the plant collections needs to be approved in advance. Please make arrangements with the greenhouse manager prior to the Lab with sufficient lead time to allow the greenhouse manager to make the necessary adjustments to staff scheduling.
3. Plant material to be grown for classroom use is to be requested with an adequate lead-in time. Generally 6 weeks prior to the date the material is needed. The Instructor should meet with greenhouse manager to review syllabus to pin point dates prior to the beginning of the semester. Classes will be charged for supplies above and beyond those deemed necessary by the greenhouse manager.

Responsibilities of Greenhouse Users

1. Ultimately, any plants permitted into the greenhouse will be the responsibility of the user (not the greenhouse staff). However, upon meeting with the greenhouse manager, staff **may** provide the following services . . .

- A. Assistance with design, setup, and configuration of environmental conditions. Planting and transplanting. Maintenance of greenhouse projects until completion.
 - B. Provision of proper quantities of supplies for greenhouse projects.
 - C. Watering, including weekends and holidays.
 - D. Disease and pest control programs developed to meet the specific needs of the experiment.
 - E. Growing plant material for class and research use.
 - F. Assistance with the acquisition of seeds and plant material for greenhouse projects.
2. Carry out all experimental treatments and take all experimental measurements.
 3. Keep research zone or chamber clean. This includes but is not limited to sweeping, keeping plants properly pruned, removal and disposal of dead plant material.
 4. Wash all pots, materials, tools and equipment used unless arrangements have been made with greenhouse manger.
 5. Harvest all plant materials in a timely fashion. Plant material should be disposed of immediately following the project. Plants left will be disposed of.

General Sanitation Procedures

1. All greenhouse users should be familiar with commonly use materials and supplies or request an orientation from greenhouse manager or faculty member.
2. Use clean containers and tools.
3. Put dirty containers and tools next to the sink in MG2044. If time permits please wash them. Do not re-use items until they have been washed.
4. Wash your hands prior to working with research plants.
5. Keep the media in the potting mix bins filled for the next individual. Do not re-use spilled potting material that accumulates on the floor after re-potting.
6. Turn off water to hoses when not in use. Keep hose ends, water breakers, mist nozzles hung up and off the floor.
7. All greenhouse benches, floors, and bin covers are to be kept clean.
8. Do not introduce infected plant material into the greenhouse. All new plant material introduced into the greenhouse is subject to a pest / disease inspection by the greenhouse manager or qualified faculty member. Infected plants will not be allowed into the greenhouse.
9. Report all pest and disease problems immediately to the greenhouse manager.
10. Greenhouse growing areas are not storage areas for pots, flats or other cultural supplies. Avoid storing these items on or under benches. Any clutter left will be removed.
11. Discard plant material in the marked large plastic garbage cans. It will be periodically dumped at the university farm.
12. Pest management plans can be viewed at: <http://greenhouse.truman.edu/>