

# Plant Growth Facilities Orientation and User Agreement

Welcome to the Plant Growth Facilities (PGF). PGF is a 60k ft<sup>2</sup> greenhouse, growth chamber, and biocontainment greenhouse facility. The facility has over 350 active users, 35 different lab groups, and 10 instructional labs per week. In addition to the large user-base, we follow all EPA, APHIS & USDA regulation and have over \$39m in research. As you can see, it is essential we stay organized, safe & secure.

PGF is staffed by Tammy Brenner (Manager); Paul Freebury (Assistant Manager); Marilee Stonis (non-student hourly) and 2 students. Our office is 9-5M-F, but may not always be available. ***If the door is closed, we are unavailable (please respect this!)***

Email is the best contact and appointments are recommended.

Email: [cas\\_greenhouse@mail.colostate.edu](mailto:cas_greenhouse@mail.colostate.edu)

For emergencies, please **TEXT**: 970-986-9427.

## **Facility Access Requirements**

1. Orientation
2. Worker Protection Standard (WPS) training (annual)
  - Group: 1<sup>st</sup> Friday of every month
  - Individual: limited basis, contact PGF for details
3. Redbud registration (one time) <https://colostate.redbudsaa.us/>  
*\*Access will be activated within 12 hours of completion of requirements.*

## **Reservations & Rates**

The rates charged by “unit” (1/4<sup>th</sup> bench) and are indicated with orange marking on greenhouse bench.

Greenhouse Unit=\$25.80/month for CSU

Growth Chambers=\$166/month *\*Waiting list only\**

Rates begin to accrue on the start date of reservation, *regardless of occupancy.*

### **Vacating:**

- Users **must** notify PGF when vacating- *through email or “checkout” in Redbud.*
- Dispose of all plant material in compost, remove all supplies & equipment,
- ANYTHING REMAINING ON BENCH WILL BE DISCARDED!

## **Supplies (in warehouse, please sign out on clip board provided)**

- Soil amendments (*Pro-mix soil, bulk vermiculite, perlite, & bagged greensgrade*)  
Located in white bins throughout corridors and warehouse-*please use bin amendments first before opening bag.*
- Basic planting supplies (*assorted sized pots, flats, domes, labels, etc.*)
- Items available to borrow (*See PGF staff for details*): Scales, light meters, tool box, extension cords.

This document serves as an overview of the Plant Growth Facility Policy. To review the policy in detail, please see PGF website: <http://plantgrowthfacilities.agsci.colostate.edu/>

*\*Supplies are for use at PGF. Users are welcome to purchase supplies to use in other areas, but fees apply. Must select "NON PGF USE" when checking out material.\*\**

**Services-** We are here to aid in your research-BUT please clean up after yourself!

- Pest management
- Weekly Sweeping
- Wadsworth Environmental control adjustments
- Repairs, maintenance and improvements
- Waste disposal (*compost & trash*)
- Short-term watering (*see PGF staff for details*)

***Notes on Waste Disposal***

- **Compost bin:** BROWN roll away card
- **Trash-**yellow bin in corridors
- **DO NOT OVERFILL** trash or compost-*IF YOU CAN'T LIFT IT, NEITHER CAN WE!!*
- When deconstructing projects, discard plant material directing into outside large, green compost bin
- If permit or project *requires* autoclave-LAB is responsible for autoclaving-see PGF for details.
- Autoclave items **MUST** be labels with Lab, date & content!

**Amenities**

Conservatory

- Available for plant ID and Pleasure
- Advanced approval prior to using plant material (cuttings, air layering, removal, etc.)
- Notify PGF of events

Cold Room

- Require reservations and all items **MUST** be properly labeled
- Soil Grinding Rooms
- Require training through Soil & Crop Science Dept.

Root Washing Station

- Sign up recommended
- Clean up after each use

Drying Oven

- Sign up recommended
- Stored items will be discard after 6 months.

Autoclave

- Must be trained by PGF prior to operating
- Responsibility of LAB if permit requires
- Not required, just preferred-PGF will autoclave
- Must be labeled with lab, date & content
- **DO NOT OVERFILL BAGS**

Pot Washing Station

- PGF only washes 1 gal. pots
- All other sizes, responsibility of lab

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## UV Room

- PGF UV's all 1 gallon pots
- PGF will UV lab material on a limited basis
- Must be trained by PGF prior to operating

## Warehouse space-if available

- Must be tidy and *contained*

## User Responsibilities

- **Notify PGF of tours, events, labs, or extracurricular activities**
- **NO card sharing-if forgot card, check out guest pass in office!**
- Clean up after yourself
- Make reservations-no matter the area
- No propping exterior doors open
- *Always* get approval before installing equipment including irrigation, shade cloth, lights of any sort, humidification, etc.
- Pesticide treatments must be approved in advance
- Plant material must be inspected prior to moving in
- NO "shortcutting" through greenhouses
- Stay within your unit space
- Read pesticide notification emails
- **Notify PGF Staff with pest concerns, plant health, and facility concerns (too hot, too cold, odd noises, trash & compost full, etc**
- Close doors behind you
- Order of entry to prevent pest transportation
- Be respectful of all research and do not disturb others research
- Parking-no long-term FREE parking
  - Metered Parking
  - 30-minute temp parking-SHORT TERM ONLY

***Most important: Communicate with PGF***

## Safety

- Do not allow access to any agency-contact PGF
- **Sharing cards is prohibited-if forgot card, PGF can issue guest pass**
- When moving rolling benches, watch fingers
- Keep plant material evenly distributed on bench-prevents tipping

## Personal Protective Equipment (PPE)

- Disposable gloves, dust masks and lab coats available in 110 corridor
- Closed-toes shoes highly encouraged
- Contact PGF if any oddies occur-smell, noise, people, etc.

## Safety-Pesticides

Due to a diverse research base, some area require zero tolerance on pests, others require zero tolerance on pesticides. Therefore, it's essential to keep pests as low as possible with as little

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pesticides as possible. Integrated Pest Management (IPM) is essential!!

- IPM Practices-Sanitation!
  - Clean up greenhouse area
  - Remove Infested plant material from greenhouse
- Scout weekly-determine pest pressure
- Order of entry-
  - If you don't belong in a bay, DON'T go in!
  - Go from low pest pressure greenhouse to high pressure
  - If must return to greenhouses, wear lab coat (disposables available in 110 corridor)
- Utilize most effective and least toxic method 1<sup>st</sup>
  - Mechanical removal
  - Biological controls
  - Biological pesticides
  - Synthetic pesticides
- Frequency-unable to spray for low pest pressure.
  - ~2/per month
  - Minimum amount: 1 gal.
- Notification
  - 4 hour REI Email only
  - >4 hours email & pesticide sign posted.

***Reminder: wash hands, wear lab coats, no eating or drinking in greenhouses***

I have read and understand the procedures, regulations and expectations of the Plant Growth Facility. I agree to all terms and understand that if terms are violated, access may be revoked.

**Date:**

**Name:**

**Signature:**

**Lab/PI:**

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