

## Plant Growth Facilities Policy Overview and User Agreement

Welcome to the Plant Growth Facilities (PGF). The PGF offers greenhouse, growth chamber, cold room and laboratory space to Faculty, staff & students. There is approximately 60,000 ft<sup>2</sup> of research space, 350 active users, 35 different lab groups, and 10 instructional labs per week. Due to these factors, it is essential that all users to follow the standard operating procedures set by the management.

PGF office is open from 8:30 to 5:00 M-F, during the school year. If there are questions or concerns, and staff is unavailable, please email ([cas\\_greenhouse@mail.colostate.edu](mailto:cas_greenhouse@mail.colostate.edu))- we'll respond as quickly as we can. For emergencies, please **TEXT**: 970-986-9427.

### Facility Access:

All users are required to complete the following, prior to access being granted:

1. Worker Protection Standard (WPS) training (annual)
2. Trellis registration (one time)
3. Greenhouse orientation (one time)

*These are required for all users requiring building access-no exceptions!*

New faculty or students interested in space, fees and PGF processes should contact PGF to schedule a meeting: [cas\\_greenhouse@mail.colostate.edu](mailto:cas_greenhouse@mail.colostate.edu).

### Rates & Amenities

The rates are based on "units" and are indicated with orange marking on greenhouse benches. Rates begin on the start date of reservation, regardless of occupancy. Rates include pest management, environmental controls adjustments, sweeping, repair and maintenance of greenhouse & growth chambers, 1 gallon pot washing and sanitation, basic irrigation set-up and basic planting supplies.

**NEW\*\***Users **not** currently renting space are welcome to purchase supplies & materials, but must provide account number and check material out under '**NON PGF USE**'.

**Soil amendments**, including *Pro-mix, sand, vermiculite, perlite and greensgrade*, are located in **white bins** in corridors or warehouse.

*Please use amendments in bins **first** before opening new bag.*

**Amenities**, including *mist bench, warehouse storage and cold rooms*, require reservation.

*Short term or daily use of drying oven, root washing stations and soil grinding rooms do not require reservation, but must log use in log book.*

**Conservatory Plants:** Use of conservatory plants *must* have advance approval from PGF management and be maintained if they are removed from conservatory.

### **Monthly Rates for CSU-Affiliated Users:**

Main and South greenhouse Rate: \$25.80/unit (1 unit=1/4<sup>th</sup> bench)

Growth Chamber Rate: \$166/month (1 unit=1 growth chamber EGC)

walk-in Rate: \$332/month

### **Greenhouse Regulations**

PGF makes every effort to accommodate the needs of all users. However, the success of research ultimately depends on the individual researcher. **Please read and check each bullet point indicating you have read.**

Installing equipment, *including irrigation systems, shade cloth, lights of any sort, humidification systems, shade & black out curtains, etc.*, requires **advance permission** from greenhouse manager.

- New\*\* Growth chamber “squatting” in prohibited.** Reserved chambers found empty for **THREE** consecutive months are subject to termination of reservation.
- Adjustment of Wadsworth Environmental Controls is prohibited**-no matter how “experienced” a user may be! PGF is not responsible for greenhouse climate failures due to Users “adjusting controls”.
- Users interested in applying pesticides (*conventional, organic or biological*) **require approval** by PGF and applications must be record in the pesticide record log.
- “Short-cutting” through greenhouses is prohibited.** If a user does not have space in a greenhouse, they should not be in there!
- Reservations are required for all space**-no matter the duration of time.

### **User Responsibilities**

- Incoming plant material **requires inspection** by PGF for pests-plants not inspected and found to be harboring pests are subject to immediate disposal.
- Notify PGF, in advance, of **tours, labs, classes or special events of any kind** to ensure safety of all research and to prevent scheduling conflicts.
- Orange lines on benches indicate greenhouse spaces (units), users are required to stay within their reserved space. All equipment (*totes, supplies, etc.*) must be labeled with lab name. **Unlabeled items are subjects to immediate disposal.**
- Pesticide applications email announcement are sent **1 day in advance.** User must vacate facility by designated time-**or risk losing greenhouse access.**

**Faculty** are responsible for ensuring all staff (including students) follows all PGF SOPS.

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/>

## Waste disposal

- Compost:** discard *non-transgenic* plant material and soil in brown COMPOST bins (located in all the corridors). *Transgenic plant material must be disposed of according to permit.* When harvesting large amounts of plant material, discard directly to outside compost dumpster.
  
- When discarding sand, greensgrade or field soil, discard **directly into outside compost-filling brown carts with this material becomes too heavy for staff to move.**
  
- Trash:** trash bins are located in corridor and is for trash only-not plant material! Use brown compost carts for compost and blue recycle carts for recyclables.
  
- NEW\*\* Autoclave:** LAB is responsible for autoclaving, if project (or permit) *requires* autoclaving of material. Place autoclaved bags on cart and PGF will discard into trash. *Labs preferring material to be autoclaved, but not required, can submit a request to PGF for autoclaving. Bags must be labeled with lab, content, desired cycle. Please DO NOT overfill bags, otherwise they break or do not get properly treated.*

## Vacating Greenhouse:

Dispose of plant material in brown compost bins-compost large amounts of plant material to outside bin.

Remove all supplies & equipment, otherwise charges will continue to accrue.

PGF will sweep, clean and prep the area for the next user!

Notify PGF that you are vacating reserved space.

## PGF Best Practices:

- Notify PGF Staff with pest concerns, plant health, and facility concerns (*too hot, too cold, odd noises, trash & compost full, etc.*).
  
- Close door behind you-doors propped open can quickly increase a pest population and reduce performance of greenhouse climate controls.
  
- Clean up after use of **potting bench, sinks and root washing station.**
  
- **Order of entry to prevent pest transportation:** If user has space in multiple bays, start in the clean (low pest population) 1<sup>st</sup> and complete in the high pest population. If necessary to return to clean house, please change clothing or place lab coat on.

I understand and agree to comply with all requirements, regulations and responsibilities outlined above.

Name:

Signature:

Date: