

# 8<sup>th</sup> Street Greenhouse Usage Request Form

Submit to Greenhouse Manager

## USER INFORMATION

Principal Investigator: \_\_\_\_\_  
Email: \_\_\_\_\_ Lab Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Faculty Sponsor: \_\_\_\_\_  
Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Department: \_\_\_\_\_  
UA Account Number (Invoices will be emailed quarterly, for approval): \_\_\_\_\_

## PROJECT INFORMATION

Duration of Project                      Start Date:                      End Date:  
Describe Research Project:  
    Plant name (genus/species/variety/common):  
  
    Purpose (Use additional sheet if necessary):  
  
Square feet of bench space needed (contact greenhouse manager, 792-8597, for assistance):  
  
Environmental Requirements:  
    Temperature (°C or °F):              Day:                      Night:  
    Supplemental Lighting/Shading:  
    Irrigation:  
  
Do you require that your plants not be exposed to insecticides? (y/n)  
Will any animals be reared on plants in the greenhouse?  
    If yes, you will have to provide adequate containment cages.  
    If yes, what?  
  
Do you have any other requirements?

## RESPONSIBILITIES

It is the responsibility of the PI to obtain any and all special permits as required by their research; provide safety equipment (dust masks, gloves, etc.) for their helpers, and supplies for greenhouse projects.  
  
Radioactive and heavy metal materials are prohibited.  
  
All usage (including storage of materials in growing areas) must be paid for, and failure to pay within sixty days will result in removal of materials from the greenhouse. Signing this request constitutes agreement by the requester to abide by this and all Operational Rules.

Signature of Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Sponsor (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature indicates that you have read, understand and will comply with the Greenhouse Operational Rules)

Greenhouse Bay Assignment: \_\_\_\_\_

**8<sup>th</sup> Street GREENHOUSE OPERATIONAL RULES**  
**Previously known as the Chemistry & Biochemistry and Ecology & Evolutionary Biology**  
**Department Greenhouse Facility**

The operational rules for the 8<sup>th</sup> Street Greenhouses are here to inform users of space allocation procedures, user fee schedules, greenhouse responsibilities, general operating rules, cleanliness and standards. All written correspondence can be sent by campus mail to:

Greenhouse Manager  
BSW building  
EEB Mailroom

The following rules are specifically to prevent the spread of pests and diseases in the greenhouses.

1. No plants or plant material are to be brought into a greenhouse from elsewhere, including adjacent greenhouses, without permission from the greenhouse manager. All plant material must be inspected, and quarantined if necessary, by the greenhouse manager before entering the greenhouse facility.
2. There is a No Smoking policy at the facility. All users of tobacco products must wash their hands prior to handling any plant material to prevent the transmission of Tobacco Mosaic Virus.
3. Plants grown must be directly related to your research project or teaching needs and objectives.
4. Porous (ceramic/clay) plant containers can harbor a variety pests, cannot be surface sterilized, and should therefore be avoided.

The following are general rules of conduct and usage for the greenhouse facility.

1. This is a research and teaching facility, and all projects must have a faculty sponsor.
2. All new or existing users who wish to change their space allocation must fill out the **Greenhouse Usage Requisition Form**. This must be completed and approved by the greenhouse manager prior to the research project.
3. Each greenhouse has independent environmental controls. **USERS MAY NOT CHANGE OR TAMPER** with the heating and cooling controls, or the alarm thermostats. Contact the greenhouse manager for assistance if you need changes to your growing environment.
5. **USERS MAY NOT** modify any greenhouse structure. This includes drilling, cementing, installation of electrical equipment, removal of benches, etc. Damage caused by unauthorized modifications will be charged to the user or group who made the modification.
6. Always turn off lights, research equipment and secure entrance doors when leaving the facility.
7. Turn off hoses at the supply end (i.e. spigot), not the end of the hose.
8. Do not enter greenhouse when a “posted pesticide restriction” is in effect. These signs specifically state the date and time of application and re-entry.
9. If your greenhouse has rolling benches, place plants in the center of the table to distribute weight loads. Please use light weight (plastic) plant containers. Heavy (large ceramic) containers should never be used on rolling benches.
10. The greenhouse facility is **NOT** a storage facility. Materials left unclaimed after termination of a project will be discarded or reallocated to other uses.
11. Upon termination of project your user space must be cleaned. Space charges will continue to be incurred if this is not done.

12. Users who lease a portion of a greenhouse may be moved from one area to another during the contract period in order to make efficient use of available space, or to optimize pest control/environmental control factors. However, every effort will be made not to interfere with ongoing projects
13. Priority in assigning space and resolving conflicting usage requirements will be based on first come, first served, and then the following ranking: faculty, postdoctoral, graduate and undergraduate. All projects will be approved for a specified time period, and any “in perpetuity” projects will be reviewed annually by the greenhouse manager, the greenhouse faculty supervisor/committee and the project’s principle investigator.

### **User Fees**

Fees are intended as a budgeting mechanism for management, and maintenance costs and will be billed to all greenhouse users on a quarterly basis (every 3 months). Fees are terminated as soon as vacated space has been completely cleaned. Failure to clean an area within one week of receiving a written warning will constitute continued occupancy, and result in the continuation of charges for that space through the end of the month.

### **Summary**

The 8<sup>th</sup> Street Greenhouse Facility exists to facilitate plant related research requiring a controlled greenhouse environment, please keep us advised of your current needs.

- Greenhouse Manager and Faculty Greenhouse Committee