

Greenhouse Space Request Form for “Flexible” (unassigned) Greenhouse Space  
Crop and Soil Sciences

1. Project No. \_\_\_\_\_
2. Short Title \_\_\_\_\_
3. Project Leader \_\_\_\_\_
4. Cooperating Personnel \_\_\_\_\_
5. Specific Experiments –
  - A. Bench space needed \_\_\_\_\_ No. of weeks \_\_\_\_\_
  - B. Detailed Treatment Plan with Specific Instructions (provide to greenhouse manager no later than two weeks prior to initiation of experiment)
  - C. Responsibilities (check comment where applicable or use extra space)

<u>Comment</u>	<u>Greenhouse Manager</u>	<u>Project Leader(s)</u>
1. Soil Preparation	_____	_____
2. Fertilization	_____	_____
3. Fungicides	_____	_____
4. Insecticides	_____	_____
5. Daily Watering	_____	_____
6. Weekend Watering	_____	_____
7. Shade (summer)	_____	_____

Other: (specify)

Note: All personnel entering the greenhouse after normal operating hours or on weekends will trip the security system at the greenhouse complex unless disarmed prior to their entrance. Project leaders must make sure all personnel who work in the greenhouse have adequate training for the security system at the greenhouse complex.

- D. The Greenhouse Manager and his staff agree to perform duties to the best abilities as personnel and facilities permit. Project leaders should notify the Greenhouse Manager about concerns.
- E. The Project Leader(s) has read and agreed to follow attached policies concerning pesticides, introduced biological agents, biologically modified microorganisms, and space utilization.

THE UNDERSIGNED HAVE READ THIS ENTIRE DOCUMENT APPROVED THIS AGREEMENT:

Project Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Greenhouse Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Statement for Use of Pesticides:

1. Pesticides which have not yet received EPA registration for a particular crop or plant species must be cleared for use by the Greenhouse Manager. A record of these applications will be maintained by the Greenhouse Manager. Plants and plant products which receive applications of non-registered pesticides must be destroyed. It is the responsibility of the researcher to destroy these plant products.
2. Pesticides which do not have EPA registration for greenhouse use will not be applied by the Greenhouse Manager. The Greenhouse Manager will post appropriate pesticide warning signs with re-entry information (as outlined by product label information) whenever pesticides have been used.
3. Project Leaders will be responsible for posting pesticide warning signs with re-entry information from the product label whenever personnel (other than the Greenhouse Manager) apply pesticides. Only individuals having a current commercial or private pesticide applicator's license, or individuals supervised by a UGA Crop and Soil Sciences employee with a current commercial or private pesticide applicator's license will be permitted to apply pesticides in the greenhouse.

Policy Statement on Introduction of Foreign or Genetically Altered Pest or Microorganism Species.

1. The introduction of foreign or genetically altered pests or microorganism species must be approved by the Head of the Department of Crop and Soil Sciences and the Crop and Soil Sciences Greenhouse Committee before any such research can be initiated. The individual researcher will be held responsible for containment of the organism and for handling of the infested areas at the conclusion of the research. The researcher's procedure for containment of the organism and

handling of the infested area must be clearly outlined in the initial written request. The researcher will bear responsibility for all costs associated with clean up of infested areas.

Policy on Space Utilization - Limitations of the number of “flexible” greenhouse benches and the expected demand for use make it imperative to establish use protocols for which all Project Leaders will abide.

1. Space will be assigned on a first-come, first-serve basis. Each experiment will be considered an independent request and a running list of requests will be maintained by the Greenhouse Manager and your request will be addressed as your request reaches the top of the list. The Greenhouse Manager will contact you when your request reaches the No. 2 position on the list to provide you with advanced notification as to when you can expect to begin your experiment. It is the Project Leader’s responsibility to have their experiment ready to set up on that expected date.
2. No project leader will be permitted to run sequential studies unless they receive written approval from all Project Leaders who have signed up for flexible space use.
3. Project Leaders will be responsible for removing all experimental materials from the flexible bench space within two days following completion of the experiment. Failure to clean up following the experiment will result in forfeiting subsequent requests for flexible space.
4. The Greenhouse manager will surface-sterilize the experimental area and prepare it for the next experiment on the list. Project leaders will have 5 working days install to get their experiment. Failure to establish their experiment within the allotted time will result in forfeiture of the opportunity to utilize the space.
5. A current flexible space request list will be maintained on the Departmental web page. Project leaders may negotiate with one another to swap positions on the request list. A written request to swap positions must be signed by both Project Leaders and submitted to the Greenhouse Manager who will then make adjustments to the request list.