

# **Forest Biology Growth Facilities User Guidelines**

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Greenhouse User's Committee:

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## **Space Allocation:**

The greenhouse facility is for research and teaching use only. Greenhouse and growth chamber space will be allotted on a first-come-first-serve basis by the Greenhouse Facility Manager. Where space is oversubscribed, allocation will be decided by the Greenhouse User's committee according to the following priorities:

1. Forest Biology research
2. Forest Biology/ Biology teaching
3. Biology faculty research
4. Other UVic users
5. Other

Greenhouse 6 (Room 106) is reserved for plant material for undergraduate teaching; both permanent collections and short-term cultivation.

All users must complete the [\*\*Application for New Use of Growing Space and Facilities Form\*\*](#). This form should be submitted to FORB no more than six weeks and no less than two weeks before the intended project start date. Maximum project duration is normally six months. Special permission for longer projects maybe granted by the Greenhouse User's Committee.

Projects which potentially "pose a risk" to the facility and/or other users' experiments may need to be reviewed by the Greenhouse User's Committee. Applicants will receive notification of project approval or denial at least four weeks prior to the listed start date.

Any changes to the original project application require an [\*\*Existing Project Extension and Revision Request Form\*\*](#). This form must be submitted at least four weeks prior to the original scheduled project expiry date. Failing to request an extension may result in the space being assigned to another upcoming project.

If temporary storage of equipment, supplies or chemicals in the greenhouse facility is required as part of a project, arrangements can be made with FORB and are based on the availability of useable space. All stored materials should be clearly labeled with the name of the investigator and an end date indicated. This includes any material that is being stored in the cold room (Rm. 111). Once a project is completed, all materials belonging to the user must be removed promptly. Two weeks after the project end date, all remaining materials will be disposed of.

All material requiring the Greenhouse Misting Room (Rm. 103) will be given a maximum 7 week conditioning period before removal becomes mandatory.

### **Access:**

The growth facility is a limited access building. Access is obtained with users personal OneCard and a personal security code obtained from the Greenhouse Manager. Approximately one week is required to process a new request. All new users are required to attend a building orientation session (approximately 1 hour) prior to receiving access.

Campus Security maintains a list of authorized users of the greenhouse facility. Emergency access to the greenhouse may be gained by registered greenhouse users by calling Campus Security at (250) 721-6683.

### **Disease:**

To keep the greenhouse facility free from diseases and pests, incoming plant materials may be inspected by the Greenhouse Manager. Infected or diseased plants must be treated before being placed in the greenhouse facility. Users are responsible for monitoring their plants for pests and diseases and treating affected plants as necessary. Projects that pose a risk to the health of other plants must take efforts to reduce such risk. In serious cases, the Greenhouse User's Committee may request termination of the project. Plant material that has been transferred outside for an extended period of time (i.e. more than 2 weeks) will not be allowed back into the greenhouse.

### **Plant Care:**

All users are responsible for the day-to-day care of their own plant material (watering, fertilizing, pest control etc.). The Greenhouse Manager assists with the initial project setup and basic ongoing needs for the experiment but is not the primary caregiver. Plants must be labeled with a species name or unique identifier, the name of the investigator and the date of introduction into the greenhouse facility.

To prevent the accidental escape of transgenes into the environment, transgenic material will not be allowed to produce flowers in the greenhouse portion of the facility. If flowering/seed production is required via transgenic annuals, the plants will normally be grown in enclosed growth chambers. In addition, flowers on transgenic plants should be bagged to prevent cross-pollination, which will provide an additional safeguard against the escape of pollen into the environment.

The Centre for Forest Biology does not accept liability for any plant/animal materials in the greenhouse facility.

### **Disposal of Plant Material:**

All plant and research materials should be disposed of properly by the investigator at the

end of a project. Regular soil and plant material may be discarded in the dedicated black garbage can for composting which is located in Rm 113. All transgenic plant material (including roots, shoots, soil) should be placed in the **yellow hazardous waste pails** (non seed producing) and **red hazardous waste pails** (seed producing). Other hazardous waste should be placed in the appropriate container(s) which are provided. Material that has been left unattended without any written instructions for future use will be disposed of, and monetary charges may be applied.

Users are responsible for thoroughly cleaning pots and containers promptly after use. Cleaning tools, detergent, etc. are provided and are located near the main sink area. Failure to promptly clean up your plants and other materials could result in restriction of greenhouse space and privileges.

### **Charges:**

Use of the greenhouse facility will be free of charge for all academic research conducted by members of the Centre for Forest Biology and for teaching use by the Department of Biology, but clean-up charges may apply. For other users, the fees below apply.

Chargebacks for cost-recovery will be applied to all users for materials and supplies (soil, fertilizer, large numbers of pots etc.).

<b>Service</b>	<b>Non-FORB UVic User</b>	<b>Non-UVic User</b>
Bench Space with Irrigation	\$11/m <sup>2</sup> /month	\$25/m <sup>2</sup> /month
Technical Service Charge - Setup - Maintenance - Clean up (by greenhouse manager)	\$45/hour **No manual watering offered except by special arrangement.	\$90/hour **No manual watering offered except by special arrangement.

### **Dangerous Materials:**

Users must follow proper handling procedures with all dangerous goods (chemicals, fertilizers etc.). Each user is required to go online and review the MSDS sheets prior to use and have access to online documents when using. If a researcher brings an item that is not standard Greenhouse stock or substances, they must provide the Greenhouse Manager with relevant information before using it. Researchers are responsible for appropriate and safe transportation of dangerous materials into the greenhouse. The Forest Biology truck should not be used for this purpose.

Individuals who do not have a valid pesticide applicator certificate should not apply non-domestic registered pesticides. Researchers may use domestic pesticides in the greenhouse after consultation with the Greenhouse Manager. The Greenhouse Manager must be informed before any pesticides are applied.