



Greenhouse Policies and Procedures

Department of Natural Sciences

School of Science, Technology, and Mathematics

Dalton State College

Greenhouse Coordinator: *Professor Hussein Mohamed*

Dalton State College

Greenhouse Policies and Procedures

The Natural Sciences Department Greenhouse provides faculty and students of the School of Science, Technology and Mathematics the highest quality plant care services and supports of the College's teaching and research programs.

Faculty and students who are planning research that will require greenhouse space should contact the Greenhouse Coordinator (Dr. Hussein Mohamed), who can assist in estimating space needs, setting up protocols, etc. Early consultation with the coordinator can prevent unpleasant surprises down the road!

The Greenhouse Coordinator will oversee the daily operation of the greenhouse. This includes maintenance of facilities, policing of greenhouse, changing of environmental controls, and providing general advice for greenhouse users.

Users agree to abide by the policies outlined in this document especially the Greenhouse User Responsibilities. Users will also follow posted placards and instructions.

Failure to abide by the policies set forth in this document or instruction from the Greenhouse Coordinator may result in forfeiture of greenhouse privileges.

Contact Information

Greenhouse Coordinator:

Dr. Hussein Mohamed
Office: PH 218
Office phone: 706-272-2196
hmohamed@daltonstate.edu
After hours 510-717-8148

Emergency 911 24 hours/day service (police, fire, or medical)

For any situation in which there is an immediate concern to preserve life or property

Non-emergency

Public Safety and Campus Police Phone: (706) 272-4461

Environmental Health, Occupational Safety, and Risk Management

Name: Michael Masters
Location: Health Professions, Room 300
Email: riskmanagement@daltonstate.edu
Phone: 706-272-4465

DSC Greenhouse Use Policy

All users must fill out the **Greenhouse Application Form** indicating an outline of their research project, contact names and information, and projected length of usage, and provide the greenhouse coordinator with the proposed growing plans and experimental protocol.

User Responsibilities:

The general responsibilities of greenhouse users are to serve in a leadership role in the planning, coordination, implementation, maintenance, and successful completion of projects conducted within the greenhouse facility. Individual faculty members are ultimately responsible for the organization of their students' use of the facilities. It is the responsibility of greenhouse user of each project to insure that all project personnel conduct themselves appropriately in the greenhouse, taking care not to disturb any other plants and projects in the greenhouse. Specifically, this means that no one should touch, disturb, water, fertilize, or apply anything to anyone else's plants, unless specifically requested to do so (e.g., to water while someone is away, etc.).

All projects must be labeled with the name of the investigator and contact information, and all plants/flats of plants should be tagged with the user's name. If any pesticides, nutrients, or chemicals are applied as a part of the experimental treatments, an additional sign is required with an explanation of what is being applied, at what levels, and how frequently it is applied.

All users must tend their own materials, and do their best to keep them pest-free. Report all pest and disease problems to the greenhouse coordinator so that its spread can be contained. Neglected, infested plants will be cited (the project manager will be notified) and removed from the greenhouse if not tended properly.

Weed control of the greenhouse floors is performed, as needed, by greenhouse coordinator. Weeds growing on the greenhouse benches and in project materials are the responsibility of the individual researchers and should be maintained in as weed-free a condition as possible. For researchers, all soil, containers, fertilizer, etc. will not be supplied by the Department Greenhouse and thus must be supplied by the researcher.

Annual Renewal of Space Requests:

Long-term users of a greenhouse (greater than one year) must renew their space requests annually at the anniversary date via the Greenhouse Request Form. Failure to renew the space request in a timely manner may result in the space being assigned to another user.

Shoes and Clothing:

Appropriate footwear is required for all greenhouse personnel, users, and visitors entering the greenhouse facility. Shoes must be of the closed-toe type. Sandals are prohibited. Long pants and long sleeve shirts are recommended. Shorts and short sleeve shirts are permitted.

Exit Date:

In order to provide for efficient space allocation and the orderly transition from one user to the next, users are required to provide a firm exit date with their space requests.

Chemical Use:

No chemical may be taken into the greenhouse without prior consent of the greenhouse coordinator. Permission to use chemicals is temporary and only those that are being actively used (at least once per month) may be stored in the greenhouse. Chemicals used less frequently must be transported to and from the greenhouse for each use unless special arrangement is made with the greenhouse coordinator. It is the user's responsibility to ensure that all applicable chemical labeling, signage, notification, transportation, storage, exposure, and usage laws and regulations are fully complied with all applicable OSHA Hazard Communication Standard requirements, including those for labeling, Material Safety Data Sheets (MSDSs), and inventories.

Security:

Access to the greenhouse facility is limited to authorized faculty, staff, and students. Students must be accompanied by a faculty member or project supervisor while in the greenhouse area. Greenhouse door must be kept closed while working in greenhouse to prevent the introduction of weeds and insects and to maintain environmental conditions. Greenhouse users must check the door after they exit to ensure that it is locked.

Cleanliness and Sanitation:

At the beginning of a project, benches and floors should be cleaned with a 1:10 bleach to water solution and thoroughly rinsed. This includes irrigation systems. Remove all diseased or dead material and associated pots from greenhouse immediately. Take plant material to dumpsters and soak containers in 1:10 bleach solution. Keep greenhouse floors free of debris. Vacuums are available inside the greenhouse. At the termination of the project, researchers are responsible for removing, discarding and/or returning all equipment, materials, supplies and rubbish from greenhouse and benches and floors should be washed with a 1:10 bleach to water solution and thoroughly rinse. This includes irrigation systems.

Storage:

Storage space within the greenhouse facilities is limited. Project's equipment, supplies, or samples should not be stored in the greenhouse without prior permission from the greenhouse coordinator. Items left in the greenhouse without prior approval from the coordinator may be removed.

Pest Control and Sanitation Procedures:

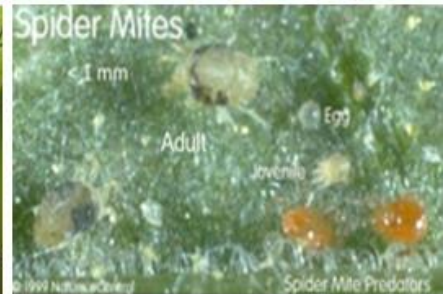
Greenhouse plants are susceptible to numerous pathogens including insects (scale, mealy bugs, whitefly, and spider mites), slugs, fungi, and viruses. Pathogens can be spread from plant to plant in contaminated soil and on instruments such as pruning shears. Routine spraying is used to control the insects and mites. If possible pots, flats, tools, etc. are to be autoclaved (clay & metal), or washed and chemically sterilized (plastics) before use in any greenhouse project. Do not mix clean and dirty containers and tools.

Any new plant materials that are brought into the greenhouse need to be inspected to ensure they are free of diseases or pests. Infected plants can be treated in a separate area and then introduced into the greenhouse. Users need to be aware of previous applications of insecticides when handling plants. Always wash your hands after coming in contact with such plants.

Fees:

Need to be discussed if any fees will be applied. Usage fees will be assessed to help defray the cost of greenhouse maintenance. These fees will be used to replace lights, cleaning supplies, hoses and tools, etc. and provide initial pest control. An updated fee schedule will be provided to each user. Most of greenhouse facilities charges for space (rates are ranged from \$0.40 to \$0.90 per square foot per month). Research students and others may request a waiver of the fees, especially if their research is not funded or just getting underway.

**Common
Greenhouse Pests**
(All are < 4 mm in size)





*Department of Natural Sciences
School of Science, Technology and Mathematics
Dalton State College*

Greenhouse Use Request Form

Date: _____

Researcher Name: _____

Research Student(s) (please list the name[s]):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Brief description of project and/or plants to be grown:

Approximate square footage of bench space required: _____

Beginning Date: _____

Ending Date: _____

Special Requirements (watering, pesticides, herbicides, supplemental lighting):

Researcher Signature

Coordinator Signature