GREENHOUSE POLICIES AND PROCEDURES

Department of Biological Sciences

MANAGEMENT

The greenhouse is managed by the Scientific Equipment Technician, Kristi Tipton, on behalf of the department. The Manager reports to the Department Chair who has ultimate responsibility for enforcement of these policies.

The Manager will oversee the routine duties of watering, fertilizing, pest and disease control, and other such procedures which are required to maintain the facility in good order.

The Manager will keep supplies on hand for use by the facility and will maintain the necessary materials needed for pest and disease control.

PROCEDURES

PLANTS ARE NOT TO BE PLACED IN THE GREENHOUSE WITHOUT THE APPROVAL OF THE GREENHOUSE MANAGER. Anyone wishing to place plants in the greenhouse MUST contact the Manager to obtain a BISC Greenhouse Use Form. This form includes a request for space and will specify what plants are to be placed in the facility, the purpose of having these plants (instruction, research), how long they are to be housed, and any special care instructions. The Manager will approve requests and assign space.

All flats and pots should be clearly labeled with tags indicating who they belong to and when they were placed in the greenhouse. Any special treatment procedures should also be clearly indicated on the containers. Plants growing in unlabeled flats or pots will be disposed of in a timely fashion.

Plants brought from the field or from another greenhouse must be kept isolated for AT LEAST TWO WEEKS in ANOTHER LOCATION for observation to determine what, if any, insects or disease organisms they might harbor. ALL PLANTS MUST BE CLEAR OF INFESTATION BEFORE THEY ARE ALLOWED IN THE GREENHOUSE. If insect or disease damage is observed, the plants should be treated to clear the infestation. The Manager will have the necessary materials for this procedure.

It is recommended that all plants be placed in potting soil before they are placed in the greenhouse. Check with the Manager if this is not feasible.

Any clippings or dead plants should be removed to the dumpster IMMEDIATELY in order to keep pests under control.