

**Mission:** *To create a greenhouse environment that is conducive to excellence in teaching and plant research.*

All communication regarding greenhouse use and management should be directed to the Greenhouse Committee and will be coordinated through the Greenhouse Technician:

**Biology Tech**

Phone: (661) 654-2180

Email: jsimmering@csub.edu

**Greenhouse Rules and Regulations**

1. All usage of the greenhouse must be discussed with the Greenhouse Committee before an experiment is begun and before any plants or soil are brought into the greenhouse. The Greenhouse Committee will assign a space to each project based on availability and will confer with other users to make sure their research/teaching plans will not be affected.

2. Any user not abiding by the greenhouse rules and regulations or not following the instructions of the Greenhouse Committee may have their greenhouse use privilege revoked.

3. The following activities are prohibited:

- i. The greenhouse is not a suitable site for children unless they are supervised at all times. Some plants have stout spines at eye level, many plants in the collection are toxic or may cause a dermatitis reaction, and many are delicate and easily harmed.
- ii. Do not bring animals (including pets) into the greenhouse at any time.
- iii. Use of any tobacco products is prohibited at all times within the greenhouse because of the threat of tobacco mosaic virus (TMV).

4. No pesticides, herbicides, fertilizers, or other chemicals (including soaps, bleaches, or cleaning solutions) may be used in the greenhouse without first consulting with and receiving the approval of the Greenhouse Committee. The Greenhouse Committee must be consulted before application of any use of these items even if they have been given consent for a prior application.

5. The Department of Biology's teaching collection contains an assemblage of plants from around the world. Most plant courses as well as others in the Department make use of this collection. In many cases the plants are irreplaceable or very difficult to replace as they have been acquired from hard to reach field locations or specialty growers. Please help us preserve this collection by reading and observing all greenhouse rules and regulations.

6. Doors of the greenhouse should be locked after each visit to the greenhouse. This is important in minimizing risk of theft, vandalism, and introduction of pests or diseases.

7. All user's trays, plant supplements, supplies and materials in the greenhouse should be labeled with the user's name, course number (if appropriate), and instructor.

8. Users are responsible for providing their own greenhouse materials including pots, soil, labels, clippers, pruners, etc., this may be through the Biology stockroom when conducting research for an undergraduate class.

9. All changes to the light levels, watering system, air handling, and other mechanical functions should be done by the Greenhouse Committee Chair only. Changes in light level, watering amount, or temperature can have adverse effects on other's experiments and plant collections. Changes regarding greenhouse environmental conditions will be coordinated through the Greenhouse Committee. Individual users are responsible enacting approved special treatments, such as supplemental or lowered lighting. Such treatments may require that the user construct special curtains, etc., to ensure that such treatments do not interfere with other research projects. Any user who wishes to have a watering treatment different from that of the general watering system in the greenhouse will be responsible for watering their plants.

10. At the conclusion of any experiment, the Greenhouse Committee should be notified so that they can adjust space allocation in the greenhouse. Additionally, each user will be responsible for cleaning up their area, removing any soil,

plants, or pots that are no longer in use from the greenhouse, disposing of them properly, and returning supplies to their appropriate location.

**11.** Storage space in the greenhouse is very limited. Small supplies used often may be kept within a user's assigned space, or on the bench on the west side of the greenhouse and must be labeled with the user's information. Any item that does not appear to be in use or that appears junky or unsafe will be removed and discarded by the Greenhouse Technician.

**12.** If insects are found on any plants in the greenhouse users should notify the Greenhouse Committee Chair or Greenhouse Technician.

**13.** Plants should not be brought into the greenhouse from outside as they may contain pests or diseases. This includes plants or cuttings from the field, growing facilities, commercial sources, or your home or yard. If a user must bring in outside plants for research purposes, they must be inspected for disease by the Greenhouse Tech BEFORE they are taken into the greenhouse.

**14.** Greenhouse use is limited to activities clearly associated with the University, University research, and teaching activities. Plants should not be kept longer than necessary in the facility, particularly if they've completed their life cycle and are not actively growing.

**15.** Users may be asked by the Greenhouse Committee at anytime to justify their use of the greenhouse facilities. Users that cannot justify their use of the greenhouse may be asked to remove their plants from the facilities and/or their greenhouse use privileges may be revoked.

**16.** Users of the facility are responsible for learning and following these policies. The Greenhouse Committee Chair will communicate policies and remind users when they are in violation. Policies can be changed when they are no longer appropriate or when a better solution is proposed. Repeated, deliberate violations of these policies may result in greenhouse use being suspended for that user or a reduction in allocated space.

**17.** We agree to abide by the Greenhouse Rules and Regulations and understand that failure to do so may result in greenhouse privileges being revoked.

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_

| Name  | Signature | Date  |
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Contact Email: \_\_\_\_\_