**University of Oregon Greenhouse Policies**

**2017-2018**

**OVERVIEW**

The University of Oregon greenhouse facility comprises more than 6,000 square feet of greenhouse space under glass and a one-acre field to support research and teaching activities. The facility consists of a small greenhouse on the fourth floor of Onyx Hall bridge, two large greenhouses near Campus Operations, and a Quonset head house with growth chambers, drying ovens, p­­otting areas and more. The facility is staffed by a part-time manager who maintains the infrastructure, provides guidance about growth conditions and integrated pest management, keeps the facility stocked with routine supplies, and proves routine plant care; student workers provide daily assistance in facility maintenance and plant care.

The UO greenhouse facility serves as a research core facility (<https://rcf.uoregon.edu/>) supporting the research and teaching missions of faculty and students (undergraduate, graduate, postdoctoral) in multiple academic departments and institutes across the university, as well as multiple universities across the country.

Questions regarding greenhouse use and operation may be directed to:

**Elizabeth Darago Hayes**

**Office: (541) 346-4550**

**Cell: (541) 602-2671**

**Email:** [**ehayes@uoregon.edu**](mailto:ehayes@uoregon.edu)

**HOURS OF OPERATION**

The greenhouses are staffed seven days a week by part-time student workers. The greenhouse manager is available on-site 20 hours per week, with office hours updated every term.

**Summer term**

Tuesday: 9am-5pm

Wednesday: 9am-1pm

Thursday: 9am-5pm

Please contact Elizabeth for appointments outside of regularly scheduled hours. Please note that management is a part-time appointment, and plan ahead for meetings outside of scheduled hours.

**EMERGENCIES**

In case of an emergency, please call 911, or Public Safety dispatch at 346-2919. Contact Elizabeth immediately if any of the following events occur:

-Alarms anywhere in the facility have been triggered

-Windows have been broken (do not approach broken glass, especially if overhead)

-Unable to secure facility, i.e. broken locks or unresponsive alarm system

-No water or electricity

-Chemical spills

**EXPECTATIONS FOR GREENHOUSE USERS**

It is the greenhouse manager’s job to maintain the greenhouse facility in optimal working conditions. In order to accomplish this, it is necessary to have the full cooperation of all users. It is important that all users respect the property and activities of others in this facility.

To help maintain healthy plants, users should:

1. Coordinate with Elizabeth on environmental settings, watering, maintenance, safety, and pest/disease control when you begin your research project and as needed throughout the project’s duration.
2. Check your greenhouse space on a regular basis and notify Elizabeth when you have any problems.
3. Do not access rooms or spaces proprietary to individual research projects.
4. Close all external doors to greenhouses during use, and shut internal doors: bio controls are used in Greenhouse 110 and keeping bays secure is imperative.
5. Respect posted signs regarding re-entry periods for pesticide applications.
6. Use of facility resources (pots, tools, flats, etc.) is limited exclusively to those resources defined by the manager.
7. Maintain the security of the greenhouse facility through proper use of the security

system.

1. Do your part to maintain a healthy environment for all users by respecting the manager’s requests concerning plant debris, plant spacing, pest control, and greenhouse upkeep.
2. Do not bring any plant materials or chemicals into the greenhouse without first consulting the greenhouse manager.
3. If an insect infestation or pathogen spread makes a greenhouse unusable by others due to failure to adhere to these guidelines, charges will be incurred beyond that to the actual planting area.

**Space Allocation**

Contact Elizabeth if you are interested in utilizing greenhouse space; include a summary of anticipated plant species, estimate of bench space desired, and supplies required.

**Charges for Greenhouse Use**

Charges for greenhouse use are based on square feet of bench space occupied. Our rates are in the mid-range of those charged at various state universities for similar services. These fees cover only a fraction of the actual cost; the balance is allocated by the UO Office of Research and Innovation from indirect cost returns from grants awarded to UO researchers. Because this subsidy is derived from and is intended to support research projects at the UO, fees for non-research use and for non-UO users are higher than those for UO research projects. Usage fees include significant plant care and project support, described in detail below posted rates. Parameters for use are as follows:

* 1. There is a minimum charge of $50 a month for any use of bench space. The purpose is to cover administrative costs for use of small amounts of space. This will not add to the charges when space fees are greater than $50/month.
  2. There is a one-month minimum and a one-bench minimum.
  3. Use of a portion of a bench will be charged at the full bench rate.
  4. Usage will be assessed the first and third week of each month.
  5. Greenhouse users will be billed on a monthly basis.
  6. All greenhouse use must be approved by the Greenhouse Manager.

**GREENHOUSE USAGE FEES (Effective December, 2017)**

**Affiliate cost: ft²/month**

UO Research: $.62

UO Education/Teaching: $.82

Non-UO: $2.00

Commercial: $2.50

**Flat Rates**

Outside field (1 acre): $250

Outside planting west of 110: $100

111 Large soil bed: $480

111 Small soil bed: $270

Growth chambers: $50

Drying ovens: $50

**Labor/Service Fees**

UO Academic: $20/hr

External University: $30/hr

Commercial: $50/hr

**Services Included in Use Fees**

1. Daily watering 365 days a year
2. Regular inspections for insects and disease and pest/pathogen control
3. The greenhouse manager has the right to apply integrated pest management (IPM) techniques to ensure all projects can be completed with healthy plants. Users will be consulted before a pesticide application is made.
4. Hoses and nozzles
5. Horticultural/IPM advice
6. Climate control (heat, cooling, relative humidity)

**Services NOT Included in Use Fees**

1. Lighting
2. Soil
3. Student labor for tasks other than watering
4. Stakes/labels
5. Timers
6. Fertilizer
7. Shade control
8. Pesticides/fertilizers used exclusively for a user’s project

Services listed above can be provided at reasonable rates, and charged as supplemental fees. If your project requires supplies not stocked by the greenhouse facility, contact Elizabeth via email to arrange purchasing

**Plant Spacing**

Crowding of plant material on benches is not allowed. Plants that are too close together

cause irregular plant growth and an inviting environment for pests and disease. If plants

are too crowded, the Greenhouse Manager will inform the user who must comply with

the requests.

Discard plants promptly when experiments are completed to avoid unnecessary pest sprays, watering, etc. As a greenhouse user, it is your responsibility to help keep the facilities in a clean and orderly condition.

**Storage**

Greenhouse users have access to limited storage space at no extra charge. Storage is

available on a first come first serve basis and is proportionate to greenhouse usage.

Stored materials must be organized so as not to interfere with the day-to-day operations

of the facility. Storage can sometimes be provided for non-greenhouse users, but fees will apply (to be negotiated with the Greenhouse Manager and Faculty Oversight Committee).

**Security**

The greenhouse facility is located behind a locked gate and is on a user-only access

security system. The security alarm must be set upon leaving if no one else is present. Before leaving the facility at any time during the day, you must make sure that all doors and gates are closed and that no one else is around. Do not assume someone else is here and will do it. Take the time to do a walk through.

Every greenhouse user must be assigned a security code. The Greenhouse Manager issues security codes to those using the facility on a regular basis. The Greenhouse Manager will keep a current list of the users and their codes. Do not share your security code or keys with anyone.

An understanding of the alarm system is necessary to assure the absence of false alarms,

especially after hours. It is the responsibility of the Greenhouse Manager to ensure that

all persons using the facility receive a thorough orientation to the security alarm system.

To ensure optimal security of the greenhouse facility, please make an effort to become

familiar with the other greenhouse users. Do not let anyone inside the greenhouse

complex gate unless they are a greenhouse user. If you are uncertain, ask for a University of Oregon I.D. and the name of the professor with whom the person works. When in doubt, call the Greenhouse Manager.

**Exterior Areas**

The areas surrounding the greenhouses are to be kept clean, organized, and weed free at

all times. Please do not leave debris, plants, pots, or soil sitting outside of your designated areas for more than 24 hours. You will be charged for clean up. Do a thorough job of clean up and do not leave debris trails along the way. Debris contributes to the spread of disease and insects. Please keep all walkways and spaces in between tables free of obstructions at all times.

**Environmental Controls**

With the exception of primary users, do not manipulate any of the heat, vent, or cooling

systems, unless instructed to do so. Users should contact the Greenhouse Manager

immediately when you notice any problems. If the Greenhouse Manager cannot fix it,

facilities or HVAC will be contacted as soon as possible to correct any problems.

Users may request instruction to access temperature logs on the Wadsworth controls.

**Safety**

Emergency contact info is posted in front of the greenhouse office and in the Onyx

Bridge greenhouse. There is no dress code, but closed toed shoes and long pants are

highly recommended.

- Walkways must be free of tripping hazards.

- Walkways must be clear of hoses.

- Long pants and closed toed shoes must be worn when operating any machinery.

All users frequenting the greenhouse should be familiar with the location of phones,

emergency phone numbers, and the emergency eye wash and shower stations. The MSDS book is available next to the phone in Quonset 109 in the main greenhouse complex.

**Insect and Disease Control**

The Greenhouse Manager will survey on a regular basis all plants for insect and disease

infestation, and use an integrated pest management approach. The Greenhouse Manager will inform all users at least two business days prior to any pesticide applications. Only the Greenhouse Manager is allowed to apply and handle pesticides. All legal and safety regulations are followed. The locked pesticide storage cabinet is off limits to greenhouse users and student workers. It is illegal for anyone other than the Greenhouse Manager to apply restricted use pesticides. The improper use of pesticides can put other users or their plants at risk.

- Do not bring live insects into the facilities without advance approval from the

Greenhouse Manager. This includes biological controls.

- Any plants brought into the greenhouses must be pest and disease free.

- A sign will be posted outside of an area after each pesticide application. Do not enter

the area until after the posted REI (Restricted Entry Interval) date and time posted.

- Employees have legal rights to be informed of all chemical hazards at their work site.

Pesticide labels, Hazard Communication, Material Safety Data Sheets (MSDS) sheets and other types of information are available from the Greenhouse Manager to assist any

Employee with the “Right-to-Know” information.

- All pesticide applications are recorded and available to view upon request.

- The MSDS book is kept up-to-date and is located next to the phone in Quonset 109.

- Users are not allowed to bring in their own chemicals for insect control without consulting with the Greenhouse Manager.

- Insect infestations must be dealt with promptly to avoid negatively impacting other

greenhouse users. Failure to do so may result in extra costs to the user, due to the need of

intervention by the Greenhouse Manager.

**Sanitation**

The main washing station is in Quonset 109. Dirty flats and pots from Onyx Bridge are

brought back to Quonset 109 to be washed. Any pots or flats you want brought back to

Quonset 109 can be put on the designated table. The washing station (the big sink) can be used at your discretion, but please keep the area clean and do not leave things in or near the sink.

- Only use clean containers and tools. All pots, flats, tools etc. should be washed or

chemically sterilized with bleach before being used in any greenhouse project

- Clean used containers and tools promptly after use to eliminate the spread of disease

and/or pests and to ensure a clean work environment.

- Wash your hands before working with plants. This is especially important when

working with propagation materials (seeds, seedlings, cuttings, or planting media).

- All greenhouse benches and floors are to be kept clean at all times.

- Any plant material brought into the greenhouses must be disease and pest free.

- Notify the Greenhouse Manager before bringing any new plant material into the

greenhouses.

**Growth Chambers**

There are two working growth chambers and two large drying ovens in the Quonset 109.

These are available for use for a small fee (Greenhouse User Fee table).

**Hoses**

Keep all hose nozzles clean and off the ground. Hoses need to be off walkways at all

times. Stretch out the hose so it’s not twisted with kinks. When stored with kinks, the

longevity of the hose is shortened. Users will be charged to replace hoses when not cared

for properly.

**Key Requests**

The Greenhouse Manager issues all keys to the greenhouses and gates. In the absence of

the Greenhouse Manager, Alice Barkan (abarkan@uoregon.edu; x5145) can issue key

requests. Keys must be returned when employees will no longer be using the

greenhouses.

The keys can be obtained at the UO Public Safety Office and are non transferable.

**Lighting**

The Greenhouse Manager can coordinate the purchase, location, and installation of

supplemental lighting. User’s pay for their own light bulbs and new or replacement light

fixtures.

**Maintenance**

The Greenhouse Manager along with Facility Services conducts periodic inspections to

make sure that the greenhouses are maintained in good operating condition. Please report issues immediately to the Greenhouse Manager. If the Greenhouse Manager is not available contact Facility Services at 346-2319.

**Media**

All media, soil, fertilizers etc. are ordered from off site and are supplied at the user’s

expense.

The Greenhouse Manager can order and coordinate pick up or delivery of supplies.

- Do not dump or wash media under benches.

- Do not plug sink drains with media.

- When planting, avoid filling pots to the rim with soil. Leave ample space between the

top of pot and the soil surface. This will help reduce soil overflow when watering.

**Trash**

At the main greenhouse compound, the dumpster is serviced every Thursday. Never leave plant debris in the trashcans located within the greenhouses. Take debris out of the greenhouse daily. This helps reduce insect and disease issues. If there is an issue with the dumpster call Tod Luik at 346-2273.

The Onyx Bridge greenhouse trash is emptied daily so it is okay to put plant debris in the bins located near the front door only. The bin in 460 B is not serviced daily and is not to be used for plant debris. Avoid putting heavy materials (wet soil, sand etc.) in the main garbage bin, as the custodian will not empty an over-filled container.