

# UCI Guidelines for Greenhouse Users

***Greenhouse Director***

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***Greenhouse Manager***

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## 1. General Safety

- Only authorized personnel may enter the greenhouse. Authorized personnel must have gone through appropriate training as determined by the greenhouse manager.
- Key requests must be submitted via email to the main office of Ecology and Evolutionary Biology. The greenhouse manager and director need to be CC'd on the email. Labs must provide an account number to charge for key requests.
- The greenhouse is to be kept locked during non-work hours.
- Ladder Safety training is available through UCLC ([link](#)) and it must be completed before any use of ladders.
- Hazard Communication training is available through UCLC ([link](#)) and must be completed prior to greenhouse use.
- Pesticide contract
- Users not requiring pesticide use on their materials must still go through this training.
- Users may not bring their own pesticides to the greenhouse without prior authorization.
- Do not bring food into the greenhouse and do not eat in the greenhouse.
- Avoid bringing personal belongings into the greenhouse.

## 2. Greenhouse user Responsibilities

- Label all supplies and parts being stored in the greenhouse with the research group name. This is particularly important for chemicals and solutions, which also must include the date and name/concentration of the chemical(s) on the label (in addition to the research group).
- Maintain adequate communication with the greenhouse manager about your needs and the status of your project. Please let the greenhouse manager know if your project is running longer than the original dates listed on your request form.
- Clean up and dispose of the project materials upon completion.
- Complete all required training as assigned by the greenhouse manager. Everyone accessing the greenhouse space needs to complete pesticide training. Some people may require additional training (such as ladder safety training) depending on the specific needs of their project.
- Respect other projects in the greenhouse space. Do not touch or disturb any plants or materials in the greenhouse.
- Provide your own plant and soil material.
- Meet with the greenhouse manager to develop an appropriate pest management plan for your project needs. Specialized pesticide application requests will be scheduled based on time availability.

## 3. Greenhouse Services

- Watering, fertilizer application, and pest management\*
  - \*with the exception of specialized needs that will need to be handled by individual lab personnel
- Pots
- Project consultation with the greenhouse manager to assist with project design and plant care and propagation.

- Storage for material (pots, media, tools, chemicals)
- Cleaning materials (brooms, trash cans, bench brush, dust pans)