

SBS PLANT GROWTH FACILITIES MANAGEMENT AND OPERATIONS POLICY

I. Administration

A. Director, School of Biological Sciences

B. SBS Plant Growth Facilities Advisory Committee

C. Plant Growth Facilities (PGF) Manager Responsibilities

1. Managing overall operations, application of policies, and training of users (faculty, staff, and graduate students) in use of facilities;
2. Monitoring user compliance to PGF policies and resolving differences;
3. Overseeing the setting of environmental controls
4. Maintaining an inventory of current projects;
5. Monitoring the condition of the facilities and equipment and arranging for repair when necessary;
6. Maintaining accurate records on use assignment and other information pertinent to the management of the PGF;
7. Purchasing and maintaining an inventory of supplies.
8. Maintaining teaching plant collections.

II. Space Assignment Procedure

A. PGF manager assigns space.

B. Space request forms should be filled out in advance and turned into the manager.

C. There will be no permanent space assignment, but space can be renewed.

D. Location for research involving pathogens, insects, or herbicides which can create compatibility problems must be mutually agreed upon by the PGF manager and researcher(s) before space is assigned.

E. Unused or unneeded space reverts back to PGF for reassignment.

III. Operating Rules

A. Sanitation

1. Project leaders are responsible for seeing that their workers clean all areas in which they work.
2. Greenhouse and Chambers floor should be kept free of plant and soil material.
 - a. When removing plants care should be taken to not leave a trail of plant/soil material.
 - b. Appropriate bins and carts should be utilized.
3. All plant and soil material not in use should be removed and disposed of in the proper bins.
4. Experiment termination
 - a. All plant material and soil must be removed from the growth area and disposed of in appropriate containers. Pots must be taken to central cleaning area where they will be washed by PGF employees.
 - c. Benches and floors should be swept and reasonably clean within one week after an experiment is terminated.
 - d. Greenhouse staff will deep clean and sanitize the growth area after each project.

B. Plant Production

1. Plant maintenance - Researchers do all potting, crossing, maintenance, harvesting and termination of the experiment.
 - a. Any special watering or fertilization needs will be the responsibility the researcher.
 - b. watering in growth chambers is the responsibility of the researcher.
3. Moving plants from one growth environment to another is not allowed without the knowledge and approval of the PGF manager.

C. Environmental controls - including lighting

1. Controls will be set by the PGF manager.
2. When more than one project is in one greenhouse, controls will be determined by mutual agreement. PGF manager must take this into consideration when assigning space.
3. Growth chamber and greenhouse lights will be monitored for intensity and replaced as needed.
4. CO₂ tanks and scrubber products will be monitored, replaced and kept in stock for all projects requiring them.
 - a. The research group will be billed for the cost of CO₂ and Soda Lime used for the duration of the project.

E. Growth of controlled plants and microorganisms

1. Growth and disposal of transgenic plants and controlled microorganisms will follow procedures described by federal, state, and WSU guidelines. The Institutional Biosafety Committee (IBC), through the Office of Research Assurances, has a biosafety webpage (www.bio-safety.wsu.edu/biosafety/). Forms and templates and other biosafety information are available from this website.

F. Use of hazardous materials (toxic or radioactive)

1. Federal, state and WSU guidelines regarding the use and disposal of hazardous materials must be followed. Information is available at the Environmental Health and Safety website (www.ehs.wsu.edu/) under the heading “Environmental Services/Hazardous Waste.”
2. All use of radioactive materials must be done only by authorized users under the direction of the Radiation Safety Office. Information is available at their website (www.rso.wsu.edu/) under “Basic Guidance for New and Prospective Users.”

IV. Services/Supplies

- A. PGF manager will provide a general potting mix for all users.
 - a. Any specialized products and supplies (media, fertilizer, supplies, etc.) needed will be paid for by that project.
- B. Selection of pre-washed pots and trays of different sizes.
- C. Fertilizer.
- D. Hoses, water breakers, wands, etc.
- E. Selection of plastic pot labels and plant stakes.

- F. Soil disposal for uncontaminated soil mix and non-GMO plant materials
 - a. Soil and plant material are transferred to the WSU Compost Facility and should be free of pesticides, plastic, wood, paper products, metal, or other materials that will not break down quickly with composting.
 - b. There are containers provided in the building that are marked for soil and plant materials only.

- G. Disposal of GMO and pathogen contaminated plant and soil materials.
 - 1. Researchers are responsible for decontamination and disposal of all GMO and contaminated plant and soil material according to the BAF forms on file.

- H. Pest management
 - 1. Manager routinely monitors greenhouses for pests and performs control methods which include pesticide application, biological and mechanical control.
 - 2. Any precautions related to monitoring or pest control must be specified to the manager at the beginning of the experiment.
 - 3. All users and workers are notified in advance of pesticide applications. This includes posting at greenhouse main entry and/or an email with the anticipated restricted entry interval.
 - 5. Users must vacate greenhouse / chamber facility during pesticide applications. Warning signs will be posted.
 - 6. Greenhouse zones where pesticides have been applied are closed for the REI according to the product label. Posted warning signs will note reentry time.
 - 7. A minimum of 30 days of pesticide application records are kept at a designated central location in the greenhouses. Records are maintained for seven years.
 - 8. Safety Data Sheets (SDS) and chemical inventory are located at central location.

- I. PGF Safety Training
 - 1. All users and workers, in a paid position, working in the greenhouses are required to attend Worker Protection Standard (WPS) training once a year unless they possess a valid Washington state pesticide license.
 - a. WPS training should be done before work is started in the facilities.
 - b. Records will be kept for 5 years.
 - 2. PGF safety is required for all new users and will coincide with WPS training
 - a. Topics will include greenhouse/chamber safety, location of first aid kits, fire extinguishers, emergency exits, and equipment safety.

- J. Advice and technical assistance.