

College of Agriculture, Human and Natural Sciences Policy and Procedure Manual

Number: 1.02.03, Greenhouse and Polyhouse Space

Section: Governance, Organization, and General

Subsection: Facilities

Date: September 6, 2016

Responsible Party: Associate Dean of Research or Research Center Superintendent

I. Purpose

This section provides policy and procedure for the use of greenhouse and polyhouse space at the CAHNS Agriculture Research and Education Center.

II. Definitions

PI, Principal Investigator. The lead scientist for a research project and the person accountable and responsible for the execution of the project.

Greenhouse Space Request Form. Form used to request greenhouse/polyhouse space, it specifies type of space requested, duration of use and types of crops. The form is available on the college website.

III. Policy

- A. Scientists performing approved research projects in the College of Agriculture, Human and Natural Sciences that require greenhouse/polyhouse space should have access to available space. Priority will be given to the college's researchers and students. Other scientists at the university will be assigned space based on availability.
- B. All projects must be relevant to Tennessee agricultural industries. Greenhouse/polyhouse space that is not being used according to the approved Greenhouse Space Request Form may be re-assigned to other users. Space may only be used for college-approved projects. Funded research has priority for space. Greenhouse/shadehouse space is not to be used for personal plants or for personal benefit. Following completion of the activities specified on the approved Greenhouse Space Request Form, the PI is to remove all plants, pots and other materials from the space.
- C. The PI is responsible for all aspects of plant maintenance, including, but not limited to, insect control, disease control, planting, irrigating and harvesting. The PI is responsible for installation, maintenance and operation of any irrigation systems. The farm crew is responsible for maintaining the farm water distribution system up to and including the valve that supplies water to the bench (greenhouse) or structure (polyhouse). Spaces are to be kept clean and orderly.

- D. All mechanical, structural or other malfunctions are to be reported in writing to the Farm Manager.

IV. Procedures

1. Scientists (PI) requesting the use of greenhouse space are to submit a completed Greenhouse Space Request Form to the Superintendent/Farm Manager at least three months prior to projected need.
2. The Superintendent/Farm Manager will compare the space request with space availability and notify the PI of space assignment.
3. After receiving space use approval, the PI should review the space to make sure it is suitable for the proposed research endeavors.
4. Following completion of the activities specified on the approved Greenhouse Space Request Form, the PI is to remove all plants, pots and other materials from the space.

V. Further Information

Contact Superintendent/Farm Manager.

VI. References

N/A