

# College of Agriculture, Human and Natural Sciences

## Policy and Procedure Manual

**Section:** Facilities

**Subsection:** Agricultural Land Space

**Date:** September 6, 2016

**Responsible Party:** Associate Dean of Research or Research Center Superintendent

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### I. Purpose

This section provides policy and procedure for the use of land at the Agricultural Research and Education Centers in the College of Agriculture, Human and Natural Sciences.

### II. Definitions

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

Land Request Form. Form used to request agricultural land 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 land 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. Land space that is not being used according to the approved Land Request Form may be re-assigned to other users. Land space is not be used for personal crops, personal benefit, or non college-approved projects.
- C. The PI is responsible for all aspects of plant maintenance, including, but not limited to, insect control, disease control, planting, irrigating and harvesting. Irrigation water will be provided to the plot. The PI is responsible for installation, maintenance and operation of irrigation systems on the plot.
- D. The farm crew is responsible for preparing the soil for planting and maintaining the farm water distribution system up to and including the valve that supplies water to the plot. Depending on level of work load, the farm crew may be available to assist in planting. The farm staff will maintain the perimeter of the research plots and other non-research areas.

- E. At the conclusion of the field season, the PI is responsible for providing a record of all materials (pesticides, fertilizers, soil amendments, etc.) that were applied to land to the Farm Manager/Superintendent.

#### IV. Procedures

1. Scientists (PI) requesting the use of agricultural research land are to submit a completed Land 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. At the conclusion of the approved use of the field space, the PI is to provide a record of all materials (pesticides, fertilizers, soil amendments, etc.) that were applied to the land to the Farm Manager/Superintendent for record keeping.

#### V. Further Information

Contact the Superintendent or Farm Manager.

#### VI. References

N/A