



Greenhouse and Growth Chamber Use Policy

Version 2/2019



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1. INTRODUCTION, VISION AND MISSION

A policy for supporting Cornell University teaching, research and extension while creating a sustainable future

This document defines policies for all Ithaca campus greenhouses and plant growth chambers managed by the Cornell University Agricultural Experiment Station (CUAES). The document serves to inform facility users and to guide the operation of plant growth facilities (plant growth chambers, greenhouses, cold frames and outdoor pads) on Cornell's Ithaca campus that are managed by CAUES and available for use by Cornell research, teaching and outreach programs. Also included are a limited number of departmental or program-controlled growth chambers and coolers serviced by the CAUES growth chamber maintenance crew.

Mission

We aim to provide the highest quality plant care services and facilities in support of Cornell University's teaching, research and extension programs.

CUAES advances critically important research and extension programs that address local, state and national issues on food and agriculture systems, the environment, applied economics and community and individual development. By doing so, CAUES improves people's lives and contributes towards Cornell's Land-Grant mission of discovery, engagement and advancement of learning.

The greenhouse operations on and around the Cornell campus cover 127,000 square feet. The 146 individual compartments house 200-300 research projects at any given time. The greenhouse team is committed to [sustainable practices](#) and is continually searching for and implementing new ways to reduce energy use, waste and carbon while adhering to the highest quality standards.

Go to the CAUES website for [additional resources and information for researchers](#).

2. POLICY IMPLEMENTATION AND REVIEW PROCESS

Role of Plant Growth Facilities Advisory Committee, CAUES Staff and CALS Administration

The Plant Growth Facilities (PGF) Faculty Advisory Committee evaluates CAUES plant growth facility policy and makes recommendations to the director of CAUES. Research trends and future needs are important considerations to facility and service changes and sustainability planning. The Greenhouse and Growth Chamber Use Policy will be reviewed at least once every two years by CAUES management with advice from the

PGF Faculty Advisory Committee. Appeals of decisions by the plant growth facilities manager should be made to the director of operations.

Additional policies for Weill Hall growth chambers and the purple teaching greenhouses may have more specific practices and add user responsibilities beyond this general policy.

- See Appendix A for [Weill Hall Plant Growth Facility User Responsibilities](#)
- See Appendix B for [Plant Science Greenhouse Space Assignment Policy](#)

3. MANAGEMENT STRUCTURE AND CONTACT INFORMATION

The plant growth facilities manager reports to the CUAES director of operations. The manager recommends greenhouse policy to and reviews greenhouse and growth chamber space use trends and operational issues with CUAES and CALS administration. Two greenhouse supervisors and one growth chamber supervisor report to the manager.

CUAES Plant Growth Facilities Staff

Melissa Brechner (Greenhouse Supervisor, Tower Road Complex)
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Rhoda Maurer (Plant Growth Facilities Manager)
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Robin Babcock (Administrative Assistant)
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Environment, Health and Safety at Cornell

Cornell University expects all employees and members of the campus community to comply with environmental, health and safety guidelines, policies and regulations. The Department of Environmental Health and Safety (EHS) as well as the Occupational and Environmental Health Program (OEH) maintain the programs and procedures that allow the university to uphold the highest standard of excellence in environmental, health and safety stewardship. [University Policy 8.6, Environment, Health and Safety](#), the [EHS website](#) and the [OEH website](#) are valuable resources for facility users. Questions can be directed to [askEHS](#) or Director of Occupational and Environmental Health Eric Harrington (eh22@cornell.edu, x5-0485) or Safety Health and Environmental Management Coordinator Aimee Andersen (abr6@cornell.edu, x5-6978).

4. ACCESS & USE OF FACILITIES

Requesting Plant Growth Space

Greenhouses and plant growth chambers are available for use only by Cornell-affiliated programs. The CUAES greenhouses and plant growth chambers are located as shown on the maps in [Appendix C](#).

Before space is allocated or can be occupied, requests to use greenhouses or growth chambers must be made through the [Plant Growth Facilities Access \(PGFA\) website](#).

It is important that prospective users of these facilities log their needs via the website even if a space that meets those needs is not currently available.

- Prospective users are encouraged to contact the greenhouse supervisors, growth chamber supervisor and/or manager to discuss their needs prior to submitting a space request.
- Information collected from requests made at the PGFA website is used to:
 - Monitor demand for greenhouse and growth chamber space.
 - Accommodate the need for particular plant growth facility features, such as evaporative cooling, automatic shade or supplemental lighting.
 - Assist in policy formation and prioritizing facility renovation and construction projects.
- Space will be assigned on a first-come, first-served basis consistent with policies governing the specific facility requested.
- Facility users may not always receive their first choice of spaces. Management will assign an available space that is deemed adequate and most appropriate for the proposed work, taking into consideration the concurrent needs of other programs.

- Facility users must review, renew and submit space requests every six months. Out-of-date space requests may result in loss of space use.
- For long-term, grant-funded projects only, space may be reserved for up to five years in advance. To do so, faculty users must contact the space supervisor directly.
- For academic use of facilities, space should be reserved at least a year in advance, by August 1 of any given year.
- The minimum duration in which a space can be relinquished between projects *and not billed for* is one calendar month.
- The in-season usage of the propagation houses and cold frames will be billed at a minimum of 10 square feet per month. A unique space request is not needed if less than 10 square feet of either space is used. Please simply inform the facility supervisor in advance of using the space(s).

Storage and Essential Research Materials

Storage space within the plant growth greenhouses, growth chambers and hallways is not available. Please contact the facility supervisor to discuss essential project equipment and material needs. Items left in the plant growth facilities without prior approval may be removed.

Exiting Your Space

- Facility users are required to provide a realistic, firm exit date with their space requests. Email reminders are sent to project leaders as the exit date approaches.
- If it becomes apparent that a project will, or may, extend beyond the stated exit date, an extension may be requested. [Contact the facility supervisor or manager](#) as soon as possible.
- Extension of the exit date may not be possible if a commitment has been made to provide the space to another user and other suitable space is not available.
- All plants and materials/equipment in support of teaching or research projects must be removed by the exit date or space charges will continue to accrue.
- Users must also email facility supervisors to confirm they are finished with the space and that their plants and materials are cleaned up.

Facility Keys

Requests for keys should be directed to the facility supervisor or plant growth facilities administrative assistant. A security deposit and proof of federal worker protection standard training is required before keys will be issued. All keys must be returned when a user is no longer active in the facility or is no longer affiliated with Cornell. Failure to return keys will forfeit deposit and may result in additional fees for rekeying facilities or loss of use privileges.

Facility keys must NOT be copied or transferred. If other personnel need facility access, they must request a key of their own.

Sharing and Subletting Space

- Facility users may choose to share their assigned space with other eligible facility users. The following conditions will apply:
- The manager or supervisor for the facility must be informed in advance of who will be sharing the space, what plants are to be grown and the nature of the work to be undertaken. It is NOT the responsibility of CUAES staff to find compatible projects to share spaces, but often staff will assist with the process if a principal investigator has space they don't appear to be using.
- All users of the space must be with CUAES-approved Cornell programs, working under the direct supervision of the faculty member or principal investigator to whom the space is assigned.
- Facility users may choose to sublet all or a portion of their assigned space with other eligible facility users. Subletting relieves the original user of the space from financial responsibility for the portion of the space charges remitted by the secondary user of the space. This will require that:
 - The secondary user of the space submits a space request through the [Plant Growth Facilities Access website](#).
 - The manager or supervisor of the facility is informed in advance by the primary user of the space that a sublet arrangement is desired and any associated conditions needed.
 - A formal space request through the PGFA website is required from the subletting faculty or principal investigator.

5. SAFETY

Safety is of the utmost priority at Cornell. Facility users are required to comply with all state, local, federal, [Cornell Environmental Health and Safety \(EHS\)](#) and the [CALSOccupational and Environmental Health Program](#) (OEH) requirements and laws.

It is the responsibility of each program to manage training for their teams with EHS and CALS OEH.

Facility user responsibilities include:

- *Attendance at mandatory worker protection standard (WPS) training* is required if the user will work in the greenhouses or chambers or with pesticide-treated plant materials. For information and a schedule of WPS training sessions, [go here](#). Additional safety trainings may be required.
- No pesticide applications of any sort may be made in CUAES plant growth facilities without prior permission from the plant growth facilities manager.
- Programs are solely responsible for the application (with prior permission), recording and reporting of experimental use pesticide products. [More information](#)
- Pesticide use is strictly regulated in NYS and at Cornell. For policy, procedures and guidance regarding pesticide use in Cornell plant growth facilities, [go here](#).

- Shirts and closed-toed shoes must be worn at all times – no bare feet or sandals are allowed.
- No food or drinks are allowed in plant growth areas or areas of possible pesticide contamination. No contaminated materials or containers can be used at “Food Only” sinks and tables.
- Permission from the plant growth facilities manager is required prior to bringing potential hazards into the plant growth facilities or associated spaces. Potential hazards include but are not limited to:
 - Chemicals (see Using Chemicals, Pesticides and Other Hazardous Materials below)
 - Heavy metals or heavy metal contaminated soil
 - Compressed gasses
 - Radioactive materials
 - Powered equipment or tools
 - Mercury-containing apparatus, such as mercury thermometers (These are banned from plant growth facilities. In rare cases an exception may be made by request to the plant growth facilities manager.)
- Know the location of fire extinguishers, emergency showers and eyewashes, phones and first aid kits.
- Know where to find safety information, including safety data sheets and pesticide labels.
- Know where emergency phone numbers are posted.
- Communicate with the plant growth facility staff whenever you see an unsafe condition or action.

Using Chemicals, Pesticides and Other Hazardous Materials

Chemicals may not be taken into or stored within the greenhouses, growth chambers or associated facilities without prior permission from the facility supervisor or manager.

It is the user’s responsibility to ensure that all applicable chemical labeling, signage, notification, transportation, storage, exposure and usage laws and regulations are fully complied with. The greenhouse manager may ask that [environmental health and safety personnel](#) and/or CALS OEH be consulted before giving permission for use of potentially hazardous materials. It is important to understand that chemicals in plant growth facilities and other non-laboratory areas are regulated differently than they are in laboratories. What is acceptable in a laboratory setting is not necessarily sufficient elsewhere, and specific rules must be followed.

Facility users must:

- Contact the plant growth facility supervisor or manager before bringing any chemicals into the greenhouses, growth chambers or associated non-laboratory areas such as headhouses, hallways and storage cabinets or rooms.

- Comply with OSHA hazard communication standard requirements, including those for labeling, safety data sheets (SDSs) and inventories. Refer to the fact sheet [Using Chemicals in Cornell Greenhouses](#) for guidance, available on the [greenhouse page of the CALS OEH website](#).
- Label containers completely per the hazard communication standard, and include the owner's name, Cornell netID and telephone number.
- Facility users must maintain their own SDSs and up-to-date, on-site inventories of all chemicals used or stored at the facility so that they are readily accessible to all employees.

6. FACILITY USERS' RESPONSIBILITIES

Facility users share responsibility for achieving quality plant care with CUAES plant care staff (greenhouse growers, supervisors, manager). Consult staff on important parameters such as pot size and plant spacing before beginning a project to ensure plants can grow optimally. Working with staff to develop your experimental design or crop plan will help ensure the success of your project.

Facility User Responsibilities Include:

- *Always request permission PRIOR to moving plants* into or between plant growth facilities. See more in the section [Moving Plants](#).
- Thoughtfully complete a space request on the [Plant Growth Facilities Access website](#) (see section [4. Access & Use of Facilities](#)), with particular attention to the following:
 - Accurate space requirements (ask for assistance if in doubt)
 - Accurate start-up date and exit date
 - Accurate emergency contact information
- Obtain legally required Environmental Protection Agency worker protection standard (WPS) training before starting work in the greenhouses or any facility containing plants that may be treated with pesticides. For information and a schedule of WPS training sessions [go here](#).
- Comply with section [5. Safety](#) of this policy.
- Attend and complete Weill Hall facility and growth chamber room training prior to submitting space requests for these facilities.
- Obtain permission from the plant growth facilities manager prior to installing any equipment. Examples include shade and blackout curtains, humidification systems, irrigation systems, supplemental lights of any sort, mist benches, tanks and trellises.
- Follow site-specific or crop-specific policies for the facility and the plants being worked with. See:
 - [Weill Hall plant growth facility user requirements](#)

- Solanaceous plants grown at Guterman Lab or the red greenhouses: [TMV management policy](#)
- [Purple \(Plant Science\) teaching greenhouses policy](#)
- INSV prevention for CALS greenhouses (in development as of 11/30/18)
- Keep plant growth and work areas clean, sanitary and orderly (see [Housekeeping section](#)).
- Follow Cornell greenhouses best management practices. See [Best Management Practices at Cornell](#) below.
- Follow best practices and registration requirements as outlined in the section [Working with Biohazards, Transgenic, Pathogenic or Invasive Species](#).
- Obtain permission from the plant growth facilities manager before taking any chemicals into the greenhouses, growth chambers or associated facilities. See section on [using chemicals](#).
- Communicate plant care needs, pest and disease sightings, and facility problems promptly to staff.
- Ask staff for advance notice of pesticide applications and greenhouse closures if desired.
- Pot and space plants properly to ensure proper air movement and access for watering, pest/disease scouting and spray applications.
- Use proper pot size and pot filling techniques to provide plant stability and an adequate moisture reserve.
- Repot, support and prune plants promptly to keep them manageable and out of aisles and walkways and off floors.
- Keep potting media out of sink and floor drains (ask for root washing facilities if needed).
- Provide proper bags for autoclaving plant material when necessary (no biohazard bags).
- Terminate experiments and discard plants in a timely manner.
- Promptly inform the supervisor when vacating a space. The space is considered occupied and space charges will accrue until the supervisor is notified and all user materials (plants and teaching/research support materials and equipment) are removed.
- When in doubt about how to accomplish any of the above, please ask a staff member for help!

Housekeeping

Integrated pest management and good plant health practices start with a clean, sanitary plant growth facility. Facility users are required to assist with general cleanup to maintain a safe, sanitary and orderly work environment for fellow researchers and support staff.

General housekeeping requirements for users:

- Clean worktables and potting benches after potting.

- Clean floors, benches and growth chamber shelves when terminating experiments.
- Discard organic material from large terminated experiments directly into designated outdoor compost dumpsters.
- Use the compost and trash cans provided. Replace lids tightly to reduce the potential spread of pests and diseases.
- Clean sinks after each use, and limit the amount of soil going down drains.
- Keep greenhouses tidy and floors (under benches and aisles) clear of plant material and equipment.

The plant care staff performs general cleanup at the greenhouses, Weill Hall and Guterman Lab but needs assistance from users when work demand is high and/or large experiments are being discarded.

In these areas, and in cooperation with the users, the staff will:

- Wash and/or sweep floors periodically and as needed.
- Empty trash and compost cans once per week and more often upon request.
- Sanitize and disinfect houses between users or whenever possible in continuous use areas.
- When possible, assist facility users with large cleanup tasks.

Common areas such as the headhouse, hallways, etc. are shared spaces with hundreds of users. Keep growth and work areas sanitary and orderly; clean up messes promptly. Chemicals and program materials must be cleaned up before departing the space. Carts must be hosed down after use to prevent cross contamination. Benches must be sanitized between users. Benches and tables are not for bags, backpacks or coats; these should be hung on hooks found in the facilities. Use of the headhouse for classes or meetings is limited and must be arranged through the plant growth facility administrative assistant (see contact information in [section 3](#)).

Moving Plants

ANY plant movement into or between plant growth facilities REQUIRES PRIOR APPROVAL.

- The plant care staff, supervisor or manager must be given at least 48 hours advance notice before plants are brought into or moved between plant growth facilities, from fields to greenhouses and between chambers and greenhouses.
- Incoming plants will be inspected for pests and diseases.
- Pest control measures or quarantine may be required before moving plants.
- In certain cases of pest infestation or disease, plants may not be allowed into the plant growth facilities.
- If plants are brought into the greenhouses without advance notification, it cannot be guaranteed that they will receive care.
- If infested or infected plants are moved without permission and result in damage to other facility users' plants or projects, or requires remedial action by CUAES

staff, the plant owner will be held financially responsible for labor and material costs associated with the containment and mitigation of plant pests and clean-up of growing spaces.

- Blanket approval for reoccurring plant moves may be granted based on a risk assessment specific to the situation.
- If at all possible, plan projects to eliminate or minimize the need to relocate plants. This will reduce the chance of moving pests and diseases, and reduce physical damage to the plants.
- Avoid moving pest-infested plants through corridors, hallways and other shared spaces. When disposing of infested plant material, it should be bagged or placed into compost cans (with lids on) before moving it to dumpsters or autoclaves.

Pest and Disease Management

Reducing the incidence of pests and diseases requires the constant vigilance and cooperation of facility users and plant care staff. The CUAES plant growth facilities operate under the principle that the plant health and project success of the user community generally takes priority over that of individual facility users. Introduction of potentially harmful pests or pathogens into community-use facilities is regulated to mitigate the potential impact on other facility users. Accommodation of work requiring the use of pests and/or pathogens is usually possible but requires prior notification of and cooperation with the plant growth facilities' supervisors or manager.

- The intentional or known introduction of plant pests or disease organisms requires prior approval of the plant growth facilities supervisor or manager. Generally, users of adjacent spaces potentially affected will be consulted before permission is granted.
- Some highly transmittable viruses, for example Tobacco/Tomato Mosaic Virus (TMV), can be extremely communicable, damaging and persistent. Facility users working with TMV-susceptible plants, such as solanaceous crops and certain ornamentals, in the red greenhouses/Guterman Lab complex are required to receive specialized TMV management training from the Caldwell Road greenhouse supervisor ([contact information](#)) prior to starting work. See more information on [Tobacco Mosaic Virus control](#).
- If plants are infested, infected or overgrown to such an extent that avoiding contact (and possible pest or disease spread) during plant care operations is not possible, the supervisor or manager may instruct staff to stop plant care. In such cases the plant owner will be informed that they must care for their plants and must follow best practices to prevent the spread of pests and diseases. If TMV is present, staff plant care will almost always be terminated.
- “Breaking the green chain” by emptying and sanitizing plant growing spaces between crop cycles is a useful technique to interrupt the propagation of pests and diseases. Facility users should plan ahead for periodic emptying and sanitation of their growing spaces. Plant care staff will sanitize greenhouses and certain growth

chambers if they are informed in advance that the space will be empty and available for sanitation.

- Impatiens Necrotic Spot Virus (INSV) is another highly transmissible virus present in some of our facilities. [Best management practices](#) for housekeeping and pest control is expected of all facility users to assist in minimizing its occurrence.

Working with Biohazards, Transgenic, Pathogenic or Invasive Species

All research involving transgenic plants or other organisms must be registered with the [Institutional Biosafety Committee](#) (IBC) and disclosed to the plant growth facilities manager prior to space approval. EPA/FDA/USDA approved commercially available seeds and plants are exempt from this requirement.

Certain plants MUST be autoclaved before disposal, including those that are:

- Transgenic (except for the approved plants mentioned above)
- Virus-infected (certain plant material and viruses may be exempt – please inquire with PGF supervisors or manager)
- Legally quarantined
- Otherwise biologically hazardous
- Required to be autoclaved by research protocols

Project personnel are responsible for:

- Purchasing autoclave bags
- Bagging hazardous plant material
- Communicating with greenhouse staff to ensure the material is autoclaved
- Depositing the sterilized autoclave bags directly into dumpsters and not into building garbage cans
- Using only plain/clear autoclave bags (bags with biohazard symbols or wording must not be used)

7. FEES AND SERVICES PROVIDED

Plant growth facility use charges are collected to partially offset expenses for supplies, equipment and personnel. Space charges are set by CUAES and CALS administration with the approval of the Department of Financial Affairs and in consultation with the Plant Growth Facilities Faculty Advisory Committee, the CUAES director of operations and the plant growth facilities manager. The current CUAES Greenhouses and Growth Chambers Fee Schedule is available on the website with [PGF information for researchers](#).

- Plant care is provided only at the greenhouses, Weill Hall growth chambers and Guterman Lab growth chambers. At other growth chamber locations, plant care is the responsibility of the chamber user.

- There will be a charge for supplies that are removed from the greenhouses or growth chambers, rendered unfit for reuse (if normally reused) or used in large quantities in short cycles. This charge will be determined at the discretion of the plant growth facilities manager based on actual supply usage well above typical usage. If a facility user requests non-standard environmental parameters or introduces conditions incompatible with typical plant growth projects, their project will be assigned a single occupancy space and charged for the full area. If compatible projects can be found, the space and charges can be shared if all occupants agree. Examples of incompatible conditions include:
 - Temperature extremes or not having a daily average of 70+/-2°F
 - Photoperiod or light quality/quantity extremes affecting the entire space
 - Quarantine or work with transgenic, pest or disease organisms
 - Prohibition of certain effective pest or disease control measures
- If a request is made to remove benches from a growing space, there will be a labor charge for removal AND reinstallation of the benches when the user vacates the space. In case of frequent bench removal and reinstallation requests, users may also be responsible for reasonably-incurred bench or floor repairs if determined necessary by the plant growth facilities manager.
- CUAES equipment and machinery will not be loaned out. Qualified users may assist with equipment operation, but at least one CUAES staff member will oversee operations. A labor-with-equipment charge will be assessed per the current fee schedule.
- Standard potting media is generally provided with greenhouse space at no additional cost. In certain cases where potting media is not used at all (e.g., hydroponics or 100% user-supplied media), a soil rebate may be requested. Such requests must be initiated by the user of the greenhouse and will be granted only if no CUAES potting media are used in the greenhouse and the occupied greenhouse bench area is at least 400 square feet.
- Greenhouse and chamber staff respond to emergency environmental control alarms (where available) caused by campus power outages and equipment failure that affect critical low and high temperatures. Chambers and greenhouses without Argus monitoring are visited at least once daily for in-person inspections.
- The in-season usage of the propagation houses and cold frames are billed at a minimum of 10 square feet per month.
- Users should anticipate that rates may escalate annually at the rate of inflation (2% to 3%).

8. BEST MANAGEMENT PRACTICES AT CORNELL

All greenhouses on the Cornell campus in Ithaca follow [best management practices](#) (BMPs). BMPs are those that minimize the environmental impact of nutrients, pesticides and other materials in the greenhouses. All individuals working in and around greenhouses on the Ithaca campus, including greenhouse staff, faculty, technicians,

undergraduate and graduate students, the CU Grounds Department and maintenance staff, must follow the Cornell BMPs.

The best management practices are divided into these major categories:

- Pesticide storage
- Fertilizer storage and nutrient management
- Pest control
- Interior and exterior weed control
- Housekeeping
- Composting
- Use of transgenic plant materials
- Greenhouse equipment use and safety
- Facility maintenance
- Renovation and new construction
- Discharge point signage in the greenhouses

Greenhouse staff are fully trained in Cornell's BMPs. All other faculty, staff and students are expected to work with the greenhouse staff to minimize the potential or actual discharge of pesticides and fertilizers to the environment.

All greenhouse users must:

- Store all pesticides and fertilizers in designated locations, and follow facility procedures for secondary containment and labeling.
- Mix pesticides and fertilizers over secondary containment.
- Keep greenhouses clean to prevent the development of disease and insect problems.
- Water with care to avoid excessive spillage.
- Report maintenance problems (e.g., leaky pipes, damaged glazing) to the greenhouse staff.

APPENDIX A

WEILL HALL PLANT GROWTH FACILITY USER RESPONSIBILITIES

User Responsibilities for Weill Hall Shared Growth Chambers

Do not enter the Weill Hall plant growth area after visiting other plant growth areas the same day.

NEVER bring live plants, pests or pathogens into the facility without prior permission from the Oversight Committee and prior inspection by plant growth staff. All seed is to be germinated in the facility.

- Remember that this is a shared facility. Keep growth and work areas sanitary and orderly; clean up messes promptly. Carts must be hosed down after use to prevent cross contamination.
- To facilitate watering *Arabidopsis*, place cell packs in a black flat with holes, and put that flat in a white flat without holes. Cell packs placed directly in white flats without holes are very difficult to water and drain without risking damage to plants.
- Do not mix species in a flat. (If you grow *Arabidopsis* and *Nicotiana*, grow them in separate flats.)
- Clearly label ALL flats/trays with your name, your netID and the last name of your principal investigator or faculty advisor so that they can be easily identified in case of problems. Unlabeled plants may not receive the correct treatment, and your work could be compromised. A label maker is in the headhouse for everyone's use.
- Maintain plants so that they do not contaminate other users' trays with seeds. Flowering plants should be staked, bagged or otherwise contained to control the spread of seeds. Plants must be removed from the chambers for drying down and harvesting. Be sure to carefully clean up any dropped seeds.
- Promptly dispose of unnecessary plants. ALL plants grown in the shared chambers MUST be autoclaved before disposal whether they are transgenic or not. Put plant material in autoclave bags, close the bags with twist ties and place them on the autoclave cart.
- If you have flats or pots that need washing, place them on the grate by the autoclave. Tags and inserts should be discarded. Please remove your labels before placing them on the grate.

Keep facility staff informed. Communicate fully the nature of your growth chamber work, environmental and plant care requirements and timing of plantings, experiment conclusion, etc. *Most problems are a result of communications failure – please do your part, so we may help you succeed.* If we know your project goals, we can better support your work. Please email weillpgf-L@list.cornell.edu with all of your Weill Hall growth chamber needs and concerns. See [additional contact information](#).

APPENDIX B

PLANT SCIENCE GREENHOUSE SPACE ASSIGNMENT POLICY

Teaching and Research at the Purple Greenhouse Range

The Plant Science greenhouses (purple greenhouse range) are primarily intended to provide plant materials and instructional laboratory space in support of teaching within the College of Agriculture and Life Sciences. A small amount of research space is available for projects with special needs for greenhouse space in close proximity to their labs. Research greenhouse space is available in several other CALS greenhouse facility locations on Tower Road and Caldwell Road. As greenhouse demand for teaching use is not constant, additional research space in the Plant Science greenhouses may be available on a temporary basis. For more information on requesting space, [go here](#).

Teaching use

Space requests for teaching uses must specify the course for which the space will be used. The Tower Road greenhouse supervisor will assign space for teaching use with consideration given to project compatibility with the activities of other greenhouse users.

Research use

Requests for research use of the Plant Science greenhouses should be made only if the project has special requirements to be close to the laboratory where the experimental work on the plants will be carried out. Special requirements should be of a physiological or biochemical nature, such as the need for proximity to specialized instrumentation in Plant Science, Emerson or Bradfield Hall laboratories and/or the sensitivity of the studied plant phenomenon to mechanical or physical disruption associated with moving living plants. It should not be solely for the convenience of the researcher. Requests are expected to be modest in size and relatively short term in nature (a semester or shorter in duration) but may be repeated as needed. Criteria for short-term use may be less strict during times when there is reduced demand for teaching space.

If space requirements for teaching materials exceed the available unoccupied space and some greenhouse space is being used for research purposes, the greenhouse supervisor may inform a researcher(s) of the need to relocate their project. The researcher will discuss with the Tower Road and Caldwell Road supervisors which alternate location(s) would best suit the research need, and the project will be moved.

APPENDIX C

MAPS OF FACILITY LOCATIONS


Maps of the locations of plant growth facilities managed by CUAES:

1. Greenhouses on the Cornell Ithaca Campus
2. Common-Use Growth Chamber Locations

CUAES Greenhouses

CAMPUS MAP

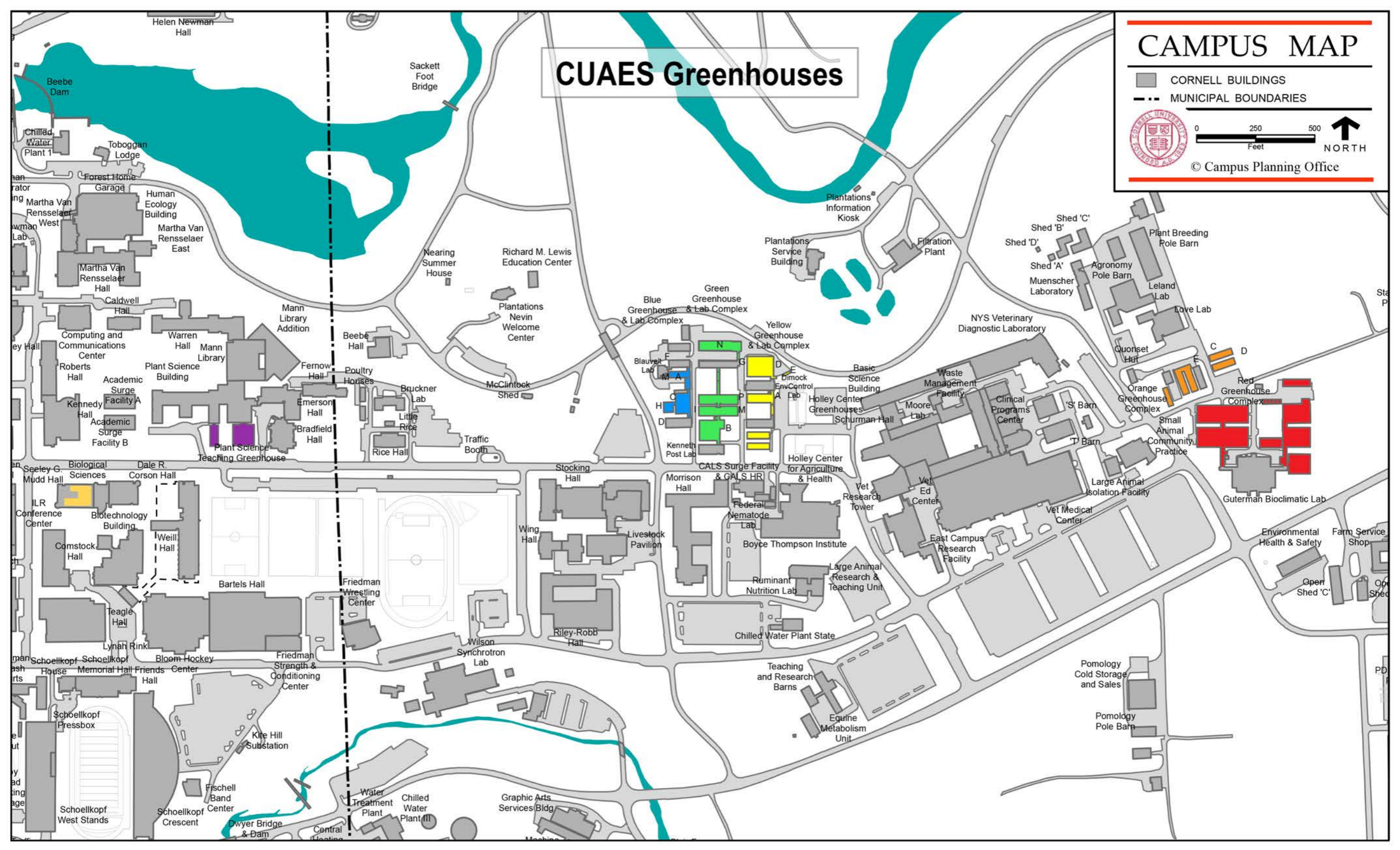
■ CORNELL BUILDINGS
- - - MUNICIPAL BOUNDARIES



0 250 500 Feet

↑ NORTH

© Campus Planning Office




CUAES Growth Chambers


- On the ground floor
- In the basement

CAMPUS MAP

CORNELL BUILDINGS
 MUNICIPAL BOUNDARIES



0 250 500
 Feet

 NORTH

© Campus Planning Office

