

University of British Columbia, Okanagan Campus **Greenhouse Policy and Guidelines for Use**

1. Introduction

This policy is meant to guide users in the use of the greenhouse space at the University of British Columbia, Okanagan campus (UBC O). It does not supersede other UBC policies: users must follow other UBC policies (<http://universitycounsel.ubc.ca/policies/index/>) where applicable (e.g., Working Alone, Health and Safety, etc.).

All documentation can be accessed from the Policies and Forms page of the UBC O Irvine K. Barber School of Arts and Sciences Biology department website (<http://biol.ok.ubc.ca/forms.html>).

2. Administration

The Greenhouse Committee is responsible for administrating the greenhouse space (see Terms of Reference). This includes allocation of space, communication about the greenhouse, and effecting maintenance and repair of the greenhouse. Communications for the committee should be directed to the committee chair (see UBC O Greenhouse information reference sheet).

3. Greenhouse space

3.1. Available space and conditions

There two greenhouses on the UBC O campus regulated under this policy:

1. The Science (SCI) greenhouse has 77 m² of space in two greenhouse chambers (SCI 151, 152), as well as header house (SCI 150). Access requires SALTO access through SCI 142Z. SALTO access must be requested through your Unit Assistant and approved by the Greenhouse committee.
2. The Arts (ARTS) greenhouse is a free-standing structure with 44 m² of space in one chamber (ARTS 100B) and a header house. Access requires a padlock key that will be signed out to users by the Greenhouse technician when access is granted and must be returned at the end of the period of use.

Light conditions in the greenhouses is set to 16 hours of light, 8 hours of dark while temperature and watering are set according to the season and individual research requirements

3.2. Requesting space

To request space, submit a completed UBC O Greenhouse Space Application form at least six weeks prior to the beginning of each term (available from the committee chair (see UBC O Greenhouse Information Reference Sheet) or the Policies and Forms page of the UBC O Irvine K. Barber School of Arts and Sciences Biology department website (<http://biol.ok.ubc.ca/forms.html>)). A call for applications will be made two months before the beginning of each new term. Applications for annual terms will be considered on a case-by-case basis, depending on the demand for available space.

Use of space will be allocated based on the following priority: (1) Teaching, (2) Research, (3) Storage.

3.3. Use of Greenhouse space

Applicants will be notified on the success of their application one month prior to the beginning of the semester of use. A successful application provides Greenhouse space and access. Additional requests, such as storage space, pest management, water system settings, etc., require the approval of the Greenhouse committee. Users must undergo an orientation session before using the facility.

3.4. Costs of greenhouse space usage

The cost of greenhouse space is determined by the size of the space used and the length of use. A daily cost for each space is calculated based on the rate (\$/m²/day) and size of the area and this daily cost is averaged into a mean monthly charge over the course of the year (see UBC O Greenhouse Information Reference Sheet at <http://biol.ok.ubc.ca/forms.html> for details). The minimum charge is a full table for one month.

Charges will be billed by JV for each four-month term: January 1st-April 30th, May 1st -August 31st, and September 1st-December 31st. Users approved for annual billing will be charged on an April 1st-March 31st cycle.

4. Operational processes

4.1. Operational outline

The UBC O Greenhouse operating process incorporates an Integrated Pest Management strategy that is the responsibility of all users. This strategy combines good sanitary practices, plant monitoring, and a variety of control techniques (cultural, physical, biological, and chemical) to fight pest infestation. This includes preventative spraying of plants every Thursday using a rotation of either Trounce, End-All or Safer's Insecticidal soap. If you have any questions about the Greenhouse operating process, contact the Greenhouse committee.

4.2. Operational guidelines

Users must adhere to the following operation guidelines:

- Start plants from sterilized seeds in clean, labelled pots. If plants are brought in from other facilities, they must:
 - Enter the header house from the outside entrance and
 - Be inspected for pests by the greenhouse technician prior to entering the greenhouse.
- Maintain a healthy environment for your plants. This includes:
 - Regular monitoring of plant growth and watching for pest infestations,
 - Ensuring plants are properly watered and fertilized,
 - Giving plants adequate space for growth and air flow,
 - Pruning or repotting plants, as required,
 - Segregating plants by age, and
 - Removing pruned, dead, or infested plant material and/or soil from growing plants, the table space, and/or the floor as soon as possible and placing this material in the appropriate waste containers.
- Maintain a healthy environment for other users. This includes:
 - Maintaining a clean growth environment, both in your allocated space (on and below) and the shared workspaces,
 - Respecting other users' experiments during their own use of the Greenhouse, and
 - Providing any and all required supplies for your greenhouse use.
- Communicate any concerns to the Greenhouse committee or technician as soon as possible.

NOTE: Failure to follow these guidelines, damage to the facilities or other users' equipment as a result of a user's action or inaction, or use of other users' equipment or supplies will be charged to the offending user and may result in the loss of greenhouse use privileges.

4.3 Emergencies

In the event of an emergency, please contact the Greenhouse technician (see UBC O Greenhouse Information Reference sheet at <http://biol.ok.ubc.ca/forms.html> for contact information).