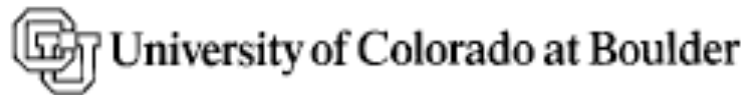


POLICY AND GUIDELINES FOR THE USE OF ECOLOGY & EVOLUTIONARY BIOLOGY GREENHOUSES



This new policy consolidates and updates all previous guidelines and policies regarding the use of EBIO greenhouses. This document is approved by the Department Chairperson and the EBIO Greenhouse Committee. Although some of the information contained in this document may not pertain to any one user, it is important that all users be familiar with the normal operations and policies of the greenhouses.

This document is also available online at:
<http://www.colorado.edu/ebio/greenhouseguidelines.pdf>

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TABLE OF CONTENTS

Greenhouse Policies

Important Phone Numbers.....	3
Emergency Procedures.....	3
Vandalism.....	3
General Information.....	3
Facilities	3
Teaching Collection.....	4
Usage Policy	5
Greenhouses	5
User type.....	5
Expendable Materials	7
Environmental Controls.....	7
Prohibited Activities	7
Space Allocation	7
Charges	8
Access.....	8
Labeling of Plants.....	9
Responsibilities of Users	9
Care of Plants and Facility	10
Accessions	10
Borrowing Plants	10
Fertilizer Injection	11
Insecticide Use	11
Pruning and/or Harvesting of Plants.....	12
Root Washing and Pot Washing.....	12
Visitors.....	13
Watering and Mist Systems	13
Power Tools	13

Specific Information for Designated Users

Teaching Assistants	13
Plant Caretakers and Staff.....	13
Watering: Hoses.....	14
Watering: Strategies.....	14
Environment	15
Cleaning.....	15
Expectations	15
Volunteers.....	15

GREENHOUSE POLICIES

IMPORTANT PHONE NUMBERS

Emergency	911
Campus Police (non-emergency)	303-492-6666
Service Desk (Operations Control Ctr.)	303-492-5522
Tess Additon (Greenhouse Mgr)	303-818-6653 (cell)
Tom Lemieux (Asst. Greenhouse Mgr)	303-520-4314 (cell)
Janice Harvey (Asst. Greenhouse Mgr)	303-903-6477 (cell)
30 th St greenhouse	303-492-3387
Macky greenhouse	303-492-7369

EMERGENCY PROCEDURES, including Vandalism

For any emergency requiring campus police, dial 911. If you call 911 for a medical emergency, remember that the doors to the greenhouse are typically locked and may need to be propped open for some emergency personnel. Fire and CU Police should have a key, but be prepared to help on their arrival. Aside from a medical emergency, the most likely reason to use this number would be if you witness vandalism taking place. Consider your own personal safety first. In some cases, it may be best for you to leave the premises and then call 911 to report the vandalism.

If you are the first to discover vandalism that has taken place at any greenhouse, please call campus police at (303) 492-6666. If safe, wait until they send an officer to take a report. They are usually prompt. Also call greenhouse manager, Tess Additon 303-818-6653 (cell), or assistant managers, Tom Lemieux 303-520-4314 (cell), or Janice Harvey 303-903-6477 (cell).

For any emergency requiring service personnel, such as a broken water main, no water, no electricity, no heat, no coolers functioning, broken glass overhead, etc. call the Service Desk (Operations Control Center) at (303) 492-5522 and explain the nature of the problem. Tell the service desk that it is an emergency situation and requires immediate attention. Wait or check back periodically to be sure that Facilities Management personnel are attending to the situation. Also call greenhouse manager or assistant managers (numbers above).

GENERAL INFORMATION

Facilities: The Department of Ecology and Evolutionary Biology at the University of Colorado maintains three greenhouse facilities for faculty, researchers and students: Two ground-level, separate greenhouses at the northeast corner of Macky Auditorium; a single-room, rooftop facility on the

fourth floor of Ramaley; and a ground level, compartmentalized facility at 1380 30th Street on East Campus. This last facility is easily reached along the Boulder Creek bike path and is only a 10 minute ride from Central Campus. If you drive to the 30th Street facility, it is best to proceed north along 30th Street so that you turn right (east) into the facility parking lot. If traveling south, there is no left-turn lane. Directions and maps available at the EBIO Greenhouse website: www.colorado.edu/EBIO/greenhouse

Parking and bike stands: 30th Street Greenhouse: Lot 515 has two parking meters enforced by the University 7:30AM to 5:00PM, 7 days per week. The rest of the lot requires a valid parking permit for either lot 515 (30th St. Greenhouse) or any central campus lot, and is enforced 7:30AM to 5:00PM, Monday through Friday. Parking in unmetered spaces is not monitored evenings and weekends. One handicap parking space is available. A bike stand is mounted on the concrete pad at the west end of the headhouse.

Macky: No vehicle or bicycle parking specifically for greenhouse users. 30 minute parking available in front of the greenhouse for loading and unloading. Use regular lots and bike stands near library or elsewhere.

Ramaley: same as Macky, but without the loading zone.

Telephones: There is a telephone at the back (3rd room) of the east Macky greenhouse (303) 492-7369. At 30th Street, there is a telephone on the desk in the headhouse [a headhouse is a work-room associated with a greenhouse] (303) 492-3387, and one extension (same number) in the hallway. Phones from both greenhouses roll over to voice mail after several rings. There is no telephone in the Ramaley greenhouse.

Restrooms: There is a restroom towards the back of the headhouse at the 30th Street facility. Neither of the other two greenhouses has a restroom.

Securing Facilities: The greenhouse at Macky requires the door to be locked when leaving. The doors will not lock automatically. At Ramaley, the door is always unlocked unless there is a reason to change that policy. At 30th St, the door to the headhouse (brick building) locks when closed, but sometimes does not fully close on its own in winter. Please pull it closed. It is preferred that users leave only through this door at 30th St. Hallway doors will not latch, and sometimes do not completely close. Please do not leave the 30th St facility through the hallway doors. If you use a hallway door, please be sure it is fully locked from the inside before you leave.

Teaching Collection: The EBIO Plant Teaching Collection is a large assemblage of plants from around the world. It contains over 1000 species in

about 150 families. Most plant science courses, as well as a few others within the Department, make use of this collection. In many cases the plants are not replaceable, as they have been acquired from collectors here and in foreign countries, from specialty growers who may no longer be in business, or even from scarce sources available only at an earlier date. Increasingly, our collection contains rare and endangered plants. Please help us preserve the collection by reading and observing all of the greenhouse protocols.

USAGE POLICY

Greenhouses:

Macky Greenhouses: Used mainly for housing part of the teaching collection, especially those plants loaned for laboratory use. Some research or undergraduate experiments may be conducted here when space is available.

Ramaley Greenhouse: Used primarily for active research purposes: plants maintained in the Ramaley greenhouse are generally used at regular intervals for research. This greenhouse is ideal for experiments or plants where regular sampling is required. Additionally, this greenhouse may be used periodically for some student experiments, space permitting. Generally, plants to be used for teaching purposes are grown in the Macky or 30th St. greenhouses.

30th St. Greenhouse: Used for research purposes as well as housing part of the teaching collection. Rooms 114 and 120 generally do not have space for research projects (unless they occupy a small amount of space).

The greenhouses are Department facilities and do not necessarily exclude use by animal biologists or microbiologists. However, use of the greenhouses for animal studies will be considered on a case-by-case basis and may require approval from the Greenhouse Committee (appointed by the Chair) as well as other committees that regulate animal experiments (e.g. Institutional Animal Care & Use Committee (IACUC)). Activities and protocols required for the cultivation of genetically engineered organisms are the sole responsibility of the researcher and must be in compliance with any regulations established by the USDA, EPA, NIH, DEA or any other agency having federal, state, county or local jurisdiction, as well as any requirements established by the University.

User Type:

Formal or large-scale users of the greenhouses: All of the policies and guidelines for the greenhouses relate to this kind of usage, with the exception of special policies pertaining to Emeritus Faculty Usage or Incidental Usage (see below).

Emeritus Faculty Usage

While the continued service of Emeritus faculty to the EBIO Department is valued, privileges do not include automatic continued use of departmental greenhouse space. If an emeritus faculty member wishes to conduct research in Department greenhouse facilities, the retired faculty member should submit a Application for Research Space in EBIO Greenhouses (available from the greenhouse website, under Resources) to the Greenhouse Manager. The request will be considered in the context of space availability at that point in time. New research projects for Department faculty may take priority if space is limited. Conflicts may require resolution from the Greenhouse Committee or the Chair of the Department. Collections of plants for which research is not actively on-going or which may not be useful in teaching cannot be maintained after the official retirement date of emeritus faculty. If plants or other supplies remain in the space after the emeritus faculty member retires, they become available for use by the new instructor(s) and/or the greenhouse manager.

Incidental usage of greenhouse space: The greenhouse manager is responsible for providing space to students and faculty within EBIO for legitimate research projects. No other use is authorized. Use of space by non-EBIO personnel requires the same responsibilities and usage fees as for EBIO personnel. Occasionally special usage (i.e. usage other than for teaching and research) by EBIO or non-EBIO personnel may require the approval and/or arrangement of the Department Chair and/or Greenhouse Committee. At times, however, it may be beneficial to the Department to provide a small amount of space to others. The benefit to the Department must be demonstrable by the greenhouse manager to the Greenhouse Committee. In all cases, incidental users of space must abide by the following protocol:

Requirements for Incidental Users

1. No plants should be introduced into the greenhouse environments without the knowledge of the greenhouse manager. The designated amount and location of space must be strictly followed and the maximum amount of space for any one incidental user is 55 ft², regardless of where the plants are located.
2. The user must water his/her own plants.
3. The user's plants must be kept insect, disease and weed free at all times. Failure to comply will result in immediate removal of plants. The greenhouse staff is not responsible for infections or infestations of plants belonging to incidental users of space.
4. The user must accept the possibility that s/he will have to vacate the greenhouse, the room or the space on short notice.

Expendable Materials: If researchers need bagged soil from a supplier (i.e. unused), they will need to purchase it, label it and keep track of it. Soil purchased from the greenhouse budget is used for the teaching collection *only*. The greenhouse budget cannot afford to cover the cost of soil for research purposes.

The greenhouse budget provides for pots (if available in our stock) and labels. See the greenhouse manager for information regarding local suppliers.

Environmental Controls: Individual users are responsible for ensuring that special treatments, such as supplemental lighting, do not interfere with other research projects. This control might require the construction of special curtains. Except by consent of the Greenhouse Committee, single greenhouses, such as Ramaley, are maintained under natural day length with an established day and night temperature. Individual rooms at 30th Street offer different environments based on request from the first user, the major user or by agreement.

Please do not even attempt to modify any greenhouse controls. See the greenhouse manager or greenhouse assistant manager if you desire changes in the environment.

Prohibited Activities:

1. Do not use brooms and dustpans that are designated for potting benches on any floors at any time. This is extremely important to avoid contamination. At 30th St, the brooms for benches are either on the potting bench or attached to the legs of the bench.
2. The greenhouses are not a suitable site for children unless they are supervised at all times. Some plants have stout spines at eye level. Many plants in the collection are toxic or may cause a dermatitis reaction; many are delicate and easily harmed.
3. Use of any tobacco products is prohibited at all times within all greenhouse facilities because of the threat of tobacco mosaic virus (TMV). Because TMV is mainly transmitted by mechanical means (i.e. people), please also read “Pruning and/or harvesting plant parts” on page 13.
4. The greenhouses are a University facility and must abide by all University rules and regulations, including regulations regarding the use of alcohol.
5. No skateboards or rollerblades are permitted in the greenhouses.

SPACE ALLOCATION

New users of any EBIO greenhouses should consult first with the greenhouse manager, Tess Additon, through Departmental mailbox, by telephone (number above), or email at tess.additon@colorado.edu. Unless prior arrangements are made, an “Application for Research Space” should be approved before any plants are placed in any greenhouses.

Return completed application to Tess's mailbox in EBIO faculty mail room. Plants found in the greenhouse without the required approval will be discarded.

Space utilization is coordinated through the greenhouse manager and is made available on a first-come, first-served basis.

Charges: Researchers are charged usage fees for ANY SPACE OCCUPIED, regardless of whether the plants are on a bench or on the floor. The usage fees paid by researchers are necessary to contribute to needed maintenance, repairs of equipment and supplies such as hoses, fertilizer, insecticide, etc. In addition to usage fees, researchers are expected to pay for potting soil and soil amendments (these are NOT included in usage fees). Fees are subject to change by the Greenhouse Committee.

If the greenhouse has unused containers available in sufficient supply for a researcher's needs, the researcher may use such containers at no charge (on a first come, first-served basis). However, in general, researchers should expect to furnish their own supplies.

For research projects, for which no source of funding is available, the Greenhouse Committee will entertain requests for waiver of usage fees (Please complete form "Request for Waiver of Greenhouse Usage fees", available online at colorado.edu/EBIO/greenhouse).

Current usage fee rates are:

Faculty, Staff, Students \$ 8.00 / sq. ft. / year

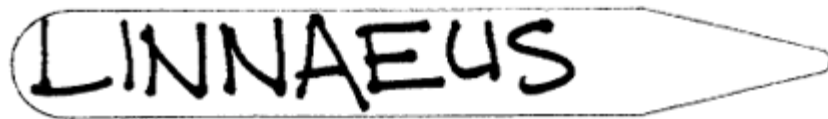
Minimum Charge \$ 100 / billing cycle (twice yearly)

Access: All faculty have access to Ramaley and Macky greenhouses through their submaster key. All faculty have access to 30th St through their Buff One card. New faculty members will need to be added so a reminder would be helpful. For Ramaley and Macky, students and others should obtain a key request form from the EBIO office and leave it completed with office personnel. The greenhouse manager will sign and record key requests. Office personnel will then issue a key card which should be taken by the student to Access Services in the stadium. The 30th St greenhouse has a card reader. Inform the greenhouse manager in order to receive access. If you or a student helper has or has had more than one buff one card, this must be resolved with the Buff One office before access to the 30th greenhouse can be granted (requirement of Access Services office).

Please use your keys/buff one card wisely. Do not lend them to anyone, unless it is a legitimate emergency. Do not leave your keys in the greenhouses or

greenhouse doors. Keep them with you at all times that you are working in the greenhouse. At times, users of the greenhouse have been locked out of the greenhouse by leaving their keys in purses, backpacks or on benches.

Labeling of Plants: Label all plants, flats or groups of plants in a conspicuous manner with the name of the researcher as indicated below. Having your cell phone number on the label has been helpful at times, especially when plants are in need of water. Plants not identified to a researcher will be discarded.



Please refrain from removing any labels in the teaching collection. We have plants of the same species with different accession numbers which may be adjacent to each other on the bench. They were collected in different localities. Plants are rendered less useful when collection data is lost or misrepresented.

Responsibilities of Users: Please clean up after yourself. All clean-up, soil disposal and proper storage of pots and materials is the responsibility of the greenhouse user. Keep in mind that janitors clean only the bathroom of the 30th St. Greenhouse. At the Ramaley greenhouse, trash bags need to be brought to the wall opposite the elevator. Please be sure plastic trash bags are not too heavy, as janitors will not dispose of excessively heavy bags.

1. All counters, floors and work areas should be cleaned immediately after use. Do not store items on the limited counter space or potting benches. For Ramaley greenhouse, plastic trash bags are on the shelf of the wall opposite the sink. Place full, tied bags against the wall opposite the 4th Floor elevator.
2. Pots overfilled with water or soil tend to leave soil on the greenhouse floor, which clogs the floor drain. Please clean up any mess resulting from such practices.
3. Please dispose of any dead or dying plants in a timely manner. Dead and dying plants often attract pests that then migrate to other plants in the greenhouse.
4. If a user coordinates for a substitute person to water his/her research plants during a period of absence, it is the responsibility of the researcher to ensure that the substitute has carefully read all greenhouse policies contained here. The greenhouse manager should be notified of any such substitutes.
5. Remember to lock the doors of any facility that you use. Campus police have found our greenhouse doors unlocked at various times of night. (At present, Ramaley greenhouse is an exception.)
6. We are dependent on University Police for security checking and to help with vandalism issues. If you are asked by University Police to identify yourself, please

cooperate fully so that we can continue to receive the security and attention that vulnerable greenhouses require.

7. All users of the greenhouses who make use of our propane torches are required to receive a demonstration from the greenhouse manager or assistant manager.

CARE OF PLANTS AND FACILITY

The plants in the teaching collection are watered, fertilized, potted and transplanted by the greenhouse staff. Researchers or their work-study students must water, fertilize, prune and otherwise care for their own research plants. Facilities Management, with the help of greenhouse staff maintains pest control (for research plants and the teaching collection), Greenhouse staff maintain fertilizer solutions, equipment and general aspects of the facilities. Incidental users must maintain pest control on their plants.

Viruses are a constant threat to any collection of plants. Thorough hand-washing with soap BEFORE working in the greenhouses is a recommended practice for all. If you are a tobacco user or if you have hand-to-hand contact with a tobacco user this recommendation should be construed as a requirement. This procedure will minimize the threat of transmitting Tobacco Mosaic Virus (TMV). In addition, some of our plants are known to have Viruses (other than TMV), but they are too valuable to discard. The greenhouse policy is that NO plants will be cut or harvested unless the pruning shears, knife or cutting implement is sterilized with a propane torch. Please help us keep our collection free of viruses by following this necessary protocol. If you do not know where to find the propane torch, see the greenhouse manager or assistant managers.

Boulder County inmates usually work at the greenhouse once per month, washing pots, cleaning floors, weeding and doing other kinds of clean-up. We are asked not to engage them in conversations that relate to their personal lives or their reasons for being in jail. If you have questions about this arrangement, please address them to the greenhouse manager.

Accessions: On occasion, the greenhouse manager may give away plants to employees, staff, students or the general public. It is a violation of University and EBIO policies to sell any plants that have been given away to individuals or classes. In addition, the greenhouse manager and EBIO reserve the right to have dumped plants remain in the trash and not be scavenged by interested individuals.

Borrowing Plants: All plants are available for use in teaching purposes, but please obtain specific permission from the greenhouse manager so that we can maintain control over some of our special plants. These special plants are to be used only within specific guidelines due to their small biomass, rarity in the wild, requirements for particular environmental regimes, etc.

Usually borrowed plants are coordinated through the greenhouse manager or assistant managers but the plant lab coordinator may also be able to help. If you borrow plants for use in a course, please be sure that they are cared for while away from the greenhouse and that you return them in a timely manner. Usually this is done by the lab coordinator but the ultimate responsibility is with the borrower.

It is vital that the borrowed plants be well cared for while on loan. This means providing water when needed. If you are unfamiliar with the care of plants, please inform the greenhouse manager or assistant managers.

Fertilizer Injection:

1. All EBIO greenhouses have fertilizer injection systems with complete fertilizer, and they are available for all to use. There are, however, idiosyncrasies with each. Please see the greenhouse manager for assistance. The fertilizer in the concentrate tanks is typically ~ 100X. Do not use the concentrate straight from the tank! It must be diluted by passing through the injector or by mixing with water. We occasionally have problems with people opening or closing valves associated with the injectors or back-flow prevention devices. Please do not operate any valves without the knowledge of the greenhouse manager. Quick couplers are on hose bibs for easy transfer from fertilizer to tap water and vice versa. Ask for a demonstration if you are unfamiliar with this equipment.
2. The fertilizer used is a complete fertilizer and is mixed at approximately 100 to 200 ppm of nitrogen. This allows for daily watering of most plants without incurring fertilizer burn. It is advisable to leach accumulated salts by watering periodically with tap water alone. Occasionally our fertilizer is sent for analysis and the current sheet is available from the greenhouse manager.
3. Special fertilizer concentrates are the responsibility of the individual user.

Insecticide Use:

1. Any plants are likely to be sprayed with a pesticide on the scheduled day and time: The day and times vary twice per year. Check the greenhouse door for the current schedule. If you do not want plants treated, you must indicate which plants with a large, waterproof sign (at least 8" X 10") that reads "NO PESTICIDES," the name of the plants in question and your name, and you must inform the greenhouse manager. When the greenhouse is being treated or for the duration of the Re-entry Interval, it is a violation of state and federal laws to enter the greenhouse. If any greenhouse users are consistently guilty of violating these entry rules, they will be reported to the Chair and a suspension of greenhouse privileges will be requested.

2. Plants are often sprayed with an insecticidal soap or an insect growth regulator, but occasionally a more toxic compound is used. Each greenhouse has a schedule of pesticides sprayed, along with the date of spraying posted in or near the headhouse.
3. Please report any pest outbreaks promptly to the greenhouse manager.
4. It is a violation of state and federal regulations for anyone not certified to apply any kind of material labeled as a pesticide. This includes insecticidal soap, sulfur, oil or any other material that is labeled and sold for the purpose of controlling pests on plants. One of the exceptions is that dishwashing soap can be applied and is not regulated. Any purchase or storage of such pesticide-labeled materials by researchers, student helpers or any other users of the greenhouse will have to be reported to the Chair of the EBIO Department and may result in greenhouse privileges being revoked. We are under the scrutiny of the EPA along with state and federal departments of agriculture. Any compromise in this area leaves the Department and the University open to citations and fines. Please comply fully with this requirement. Any user of the greenhouse who is certified as a Pesticide Applicator must inform the greenhouse manager who must in turn inform the Campus Integrated Pest Management Coordinator.

The campus greenhouses are regulated by campus pesticide use policy (<http://ehs.colorado.edu/Download/pest.pdf>). Campus policy requires that all pesticide use on campus be reviewed and approved in advance by the Campus Integrated Pest Management Coordinator. Campus policy also requires that pesticides only be applied by licensed pesticide applicators.

Pruning and/or harvesting of plants: Please be sure to read about viruses in the second paragraph under Care of Plants and Facility, page 10. The propane torch is used to sterilize cutting tools, and it is dangerous if not used properly. Take care that there are no plants, glass, people, etc. in the path of the flame before turning it on. You must get instructions from the greenhouse manager or assistant managers before you use the torch. Please do not prune any plants in the teaching collection unless specifically requested by the greenhouse manager or assistant managers.

Root washing and pot washing:

1. Macky: Avoid using sinks in Macky for any soil-related activities.
2. Ramaley: The sink trap is clogged by washing soil from roots or pots. Please remove all soil from the plants before you use the sinks.
3. 30th Street: Do not use the west sink (near greenhouse entrance) for any soil-related activities. Washing of roots and other soil activities (washing pots) should be done in the east sink (near bathroom). Remove any excess soil before washing pots.

4. Dirty pots can be used “as is” by researchers or they can be cleaned by researcher’s staff and used free of charge. Usually pots will have been already cleaned by inmates.

Visitors: In general, it is not advisable to bring visitors to the greenhouse. However, if you do want to show a friend or parent around, please be sure that any guests know to wash hands with soap before you enter the greenhouse and to leave pot labels in place. Refer all requests for access to the greenhouses to Tess Additon, email tess.additon@colorado.edu , or call 303-818-6653 (cell).

Watering: The information pertaining to watering is covered under “Specific Information for Designated Users: Plant Caretakers and Staff” because most of it pertains to staff. If you will be using hoses or watering plants, please be sure to read this section.

Mist Systems: Please do not turn off any mist or irrigation systems without the approval of the greenhouse manager, unless it involves an emergency.

Power Tools: The greenhouse has a limited amount of power tools and users should be aware that power tools are dangerous and are used at their own risk. **The greenhouse staff is neither qualified nor authorized to instruct anyone in the use of power tools. If needed, get help from a qualified instructor.**

SPECIFIC INFORMATION FOR DESIGNATED USERS

Teaching Assistants:

1. A collection of living organisms that does not receive adequate care is a collection that either does not thrive or does not exist for long. Every TA needs to take full responsibility for every plant s/he uses. Ideally, all TAs in a given course should be concerned about the plants borrowed, regardless of which TA has responsibility on a given week.

2. Please read carefully and be familiar with the entire booklet (or online document) on Greenhouse Policy and Guidelines. Smooth operation of the greenhouses depends on users’ knowledge of protocols and policies. Especially important are the following sections: responsibilities (p.9), insecticide use in greenhouses (p.12), pruning and/or harvesting plant parts (p.13), and borrowing plants (p.11).

Information for Plant Caretakers and Staff:

If you are a greenhouse staff member, you should know that **very few** reasons are considered acceptable for not showing up to water. You must speak with another greenhouse staff member who is capable of watering in order to transfer the responsibility for a given day. Do not leave a message requesting another person to water for you. Phone numbers of all personnel are listed on the phone sheet near the telephones in both Macky and 30th St. greenhouses.

WATERING: HOSES

1. Before you begin watering, unwind the hose and “snake” it out on the floor in the direction you are going to water. After watering, wind the hose with wide loops (fewest number) and with most of the loops resting on the floor. The hose should be untwisted.
2. Do not step on the hose. This weakens the hose and causes it to kink more easily.
3. Keep the nozzle off the floor at all times. This is a normal sanitation procedure to prevent contaminating the nozzle and therefore the plants with soil-borne pathogens such as *Pythium*, *Rhizoctonia* and *Phytophthora*. The last loops may have to be shorter or extended over the hose bib in order to keep the nozzle off the floor.

WATERING: GENERAL STRATEGIES

1. Watering is the most important job in the greenhouse. It must be done free of distractions (no walkmans, no radios) so that the person watering can concentrate 100% on the task. Watering always takes precedence over everything else, except an emergency. Watering of the collection is not a job assigned to volunteers.
2. Learn what you can “get away with.” There are many judgment calls when watering (e.g. “this plant doesn’t need water now, but it may need it before tomorrow morning”). What you choose to do should depend, to a large extent, on your understanding of the plant’s normal growing conditions (in the wild) and its condition in cultivation (large plant in a small pot?, porous soil mix? clay or plastic pot? recently cut back? current weather outside? expected weather for the day? etc.). Don’t assume that because a plant is wilting, that it needs to be watered more frequently. Plants can wilt due to overwatering or due to a physiological lag when suddenly exposed to full sun. Learn which plants have narrow tolerances.
3. Watering carefully takes time. If you start too late, you will be rushed and your decisions will reflect your poor planning. Even for those with experience, and depending on the prevailing weather conditions, watering (and checking plants) can be a three- to four-hour task.
4. Periodically, feel the temperature of the water to be sure it is not too hot or too cold. A number of factors can influence water temperature, including solar gain on copper pipes,

malfunction of boilers, mixing valve adjustment, hot water pump switch, etc. Greenhouse staff should be familiar with all of these and should know how to make adjustments for the above situations.

5. Some plants have special requirements. Ask questions if you need information on specific plants.

ENVIRONMENT

Learn to “feel” the greenhouse environment of each room so that you recognize a problem when one exists (e.g. coolers not operating, vent stuck open or closed, heat not functioning or heat on at wrong time, etc.). Please check around the greenhouses; don’t merely water and go home.

CLEANING

After watering, the backbone of greenhouse work is cleaning. Please take care of at least one cleaning task each time you come in to water: empty trash in greenhouses; empty trash in headhouses and bathroom (at 30th Street); sweep the floor of the greenhouse or headhouse.

EXPECTATIONS

Find out what you can do to make this operation run smoothly. If you see something that needs to be fixed, ask about it. Be careful not to make assumptions, especially as they pertain to plants. (e.g. Crowded plants may or may not be transplanted. Others may be dumped, or divided and repotted into the same pot.). Learn what plants in our collection are valuable so you know where to concentrate your efforts when watering or giving care to the collection. Learn the kinds of work that are emergency related and learn how to deal with them so that you can act efficiently and appropriately in an emergency situation.

GREENHOUSE STAFF ARE REQUIRED TO READ THIS BOOKLET REGULARLY UNTIL ALL OF THIS BECOMES AUTOMATIC

Volunteers:

We greatly appreciate volunteers who are accepted into the greenhouse as work schedules permit. Generally, one or two times are selected in order to accommodate the most volunteers. Those who cannot work those days are requested to try again for a different semester. Volunteers should be familiar with the entire booklet of Greenhouse Policies and Guidelines because they may be asked to work in any capacity.

Although we accept most volunteers, it is important to realize that there is a lot of work to be accomplished. If your priority is to socialize or have fun, volunteering in the

greenhouse is the wrong place. We encourage those who want to learn and want to help us accomplish our goals. Not all of the work done in greenhouses is plant work, nor is it all “fun” work. If volunteers only want to do plant work or what is fun, then again, the greenhouse is the wrong place to volunteer. Those who wish to volunteer in order to increase their own collection of plants or gather plants for other purposes are **STRONGLY DISCOURAGED**. This kind of activity usually results in the volunteer being asked to discontinue service.

Tasks for Volunteers and/or Staff: If you are working as a volunteer (or even as a greenhouse staff member), and if you are not able to work on an assigned project because you need help or have questions, the following list of tasks are ones that often need checking or doing. Please learn from the greenhouse manager or assistant managers how these tasks are performed, and work on them anytime that your project is stalled for one reason or another.

- Sweep floors
- Empty garbage cans from rooms and headhouse
- Understand the difference between “Eco-Compost” and “Our Compost” so you can empty either in its appropriate location
- Distribute garbage cans to individual rooms and selected locations
- Put clean pots away
- Organize and consolidate clean flats, pots and other containers
- Organize and consolidate dirty pots
- Organize glassware and plastic beakers
- Fill soil bins (be sure to use the correct bag and do not bury the scoop)
- Check and tighten all quick couplers for hoses and nozzles
- Reread greenhouse guidelines
- Check with Janice, Tom, or Tess to help with pest problems
- Take initiative!